

PROCEEDINGS
OF THE
BOARD OF DIRECTORS

OF THE
CHICAGO PUBLIC LIBRARY

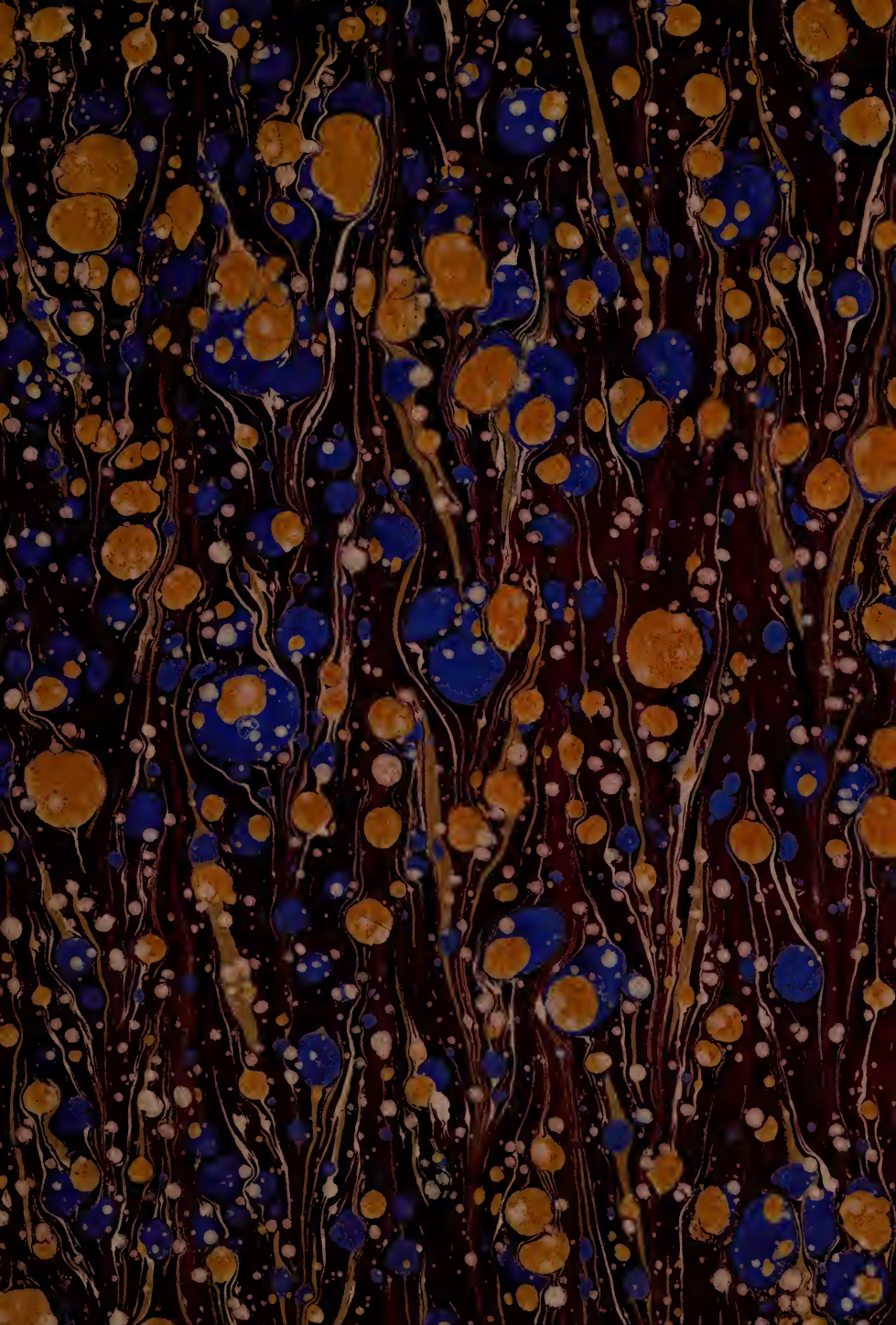
FROM
JULY 10, 1902, TO JUNE 27, 1904

VOL. XIV



LIBRARY
OF THE
UNIVERSITY
OF ILLINOIS

027
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1902/04











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THE CHICAGO PUBLIC LIBRARY

1904

The following persons were members of the Board of Directors during some part of the period covered by this volume, July 10, 1902, to June 27, 1904.

JACOB FRANKS,	-	-	-	-	-	1897—1903 term expired.
*CHARLES A. PLAMONDON,	-	-	-	-	-	1899—1902 transferred.
†FRANCIS S. PEABODY,	-	-	-	-	-	1899—1903 resigned.
ARTHUR MEEKER,	-	-	-	-	-	1900—1903 term expired.
JAMES F. BOWERS,	-	-	-	-	-	1901—1905 term expires.
JOHN W. ECKHART,	-	-	-	-	-	1901—1904 term expired.
Z. P. BROUSSEAU,	-	-	-	-	-	1901—1904 term expired.
‡GEO. D. HELDMANN,	-	-	-	-	-	1902—1903 resigned.
JOHN W. LOWE,	-	-	-	-	-	1902—1906 term expires.
§MICHAEL SHIELDS,	-	-	-	-	-	1902—1903 transferred.
SAMUEL DESPRES,	-	-	-	-	-	1903—1906 term expires.
FRANS A. LINDSTRAND,	-	-	-	-	-	1903—1906 term expires.
DENNIS J. EGAN,	-	-	-	-	-	1903—1905 term expires.
BERNARD J. CIGRAND,	-	-	-	-	-	1903—1904 term expired.
COLIN C. H. FYFFE,	-	-	-	-	-	1903—1905 term expires.

* Transferred to Board of Education and succeeded by Michael Shields, December, 1902.

† Succeeded by B. J. Cigrand, October, 1903.

‡ Succeeded by Colin C. H. Fyffe, December, 1903.

§ Transferred to Board of Education and succeeded by Dennis J. Egan, July, 1903.

Secretary to the Board,	-	-	WM. B. WICKERSHAM
Librarian,	-	-	FREDERICK H. HILD

At a regular meeting of the Public Library Board, held June 27, 1904, it was ordered:

"That the Secretary be authorized to prepare and have printed an index to the proceedings of the Board for the past two years and to have the usual number of copies of the proceedings bound."

027

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1902/04

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BOARD OF DIRECTORS
OF THE
CHICAGO PUBLIC LIBRARY.

REGULAR MEETING.

CHICAGO, THURSDAY, JULY 10, 1902.

OFFICIAL RECORD.

There were present the President, Director Plamondon, in the chair, and Directors Franks, Peabody, Eckhart, Brosseau and Rev. Geo. D. Heldmann, who presented his credentials as the successor on the board of Director W. A. Kuflewski.

Absent—Directors Meeker, Bowers and Garibaldi.

MINUTES APPROVED.

There being no objection, the President declared the minutes of the regular meeting of June 26, 1902, approved as recorded and printed, without being read.

COMMUNICATIONS.

A communication was received from Dr. E. Prentice, veterinary surgeon, making a proposition to visit and care for the horses belonging to the Library for the sum of \$120 per year for an average of 10 horses.

Referred to the Committee on Delivery Stations.

Resignations were received from Chas. Auerbach, driver, and Geo. Hansen, Edward J. Nelson and Max Weisman, pages.

Director Peabody moved that the resignations be accepted.

Carried.

COMMITTEE ON LIBRARY.

Director Brosseau, Chairman, in the absence of a majority of the Committee, moved that the business in its hands be taken up and be transacted in open Board.

Carried.

Director Brosseau then presented a list of current American books comprising 32 volumes, estimated to cost \$45, and moved that they be ordered purchased.

Carried.

He also presented bids for binding and resewing books for the ensuing year and moved that a contract be entered into with Geo. E. Koehler for resewing books in old covers at prices

ranging from 16c per volume for books nine inches long to 30c for books fourteen inches long, and 50 to 60c for extra large sizes.

The motion prevailed as follows:

Yeas—Directors Franks, Peabody, Eckhart, Brosseau, Heldmann and the President—6.

Nays—None.

He also moved that a contract be entered into with Joseph Flucke and Geo. E. Koehler for medium-grade binding at prices ranging from 33c for half roan and 42c for half morocco for books seven and three-quarters inches long to 60c for half roan and 75c for half morocco for books twelve inches long, and that books be given to these binders in the ratio of 700 books to Joseph Flucke and 500 books to Geo. E. Koehler.

Carried.

Yeas—Directors Franks, Peabody, Eckhart, Brosseau, Heldmann and the President—6.

Nays—None.

He also moved that a contract be entered into with P. Ringer & Hertzberg for the finer grade of binding, including magazines and newspapers, at prices for magazines ranging from 75c for "Century Magazine" in half roan to \$2.75 for "Leslie's Magazine" in half morocco, and from \$1.50 for "Specifications of United States Patents" in sheep to \$2.75 for newspapers in half buckram.

The motion prevailed as follows:

Yeas—Directors Franks, Peabody, Eckhart, Brosseau, Heldmann and the President—6.

Nays—None.

[Detailed schedules of proposals on file in the Secretary's office.]

Director Brosseau also presented the bid of A. C. McClurg & Co., for furnishing American books for the ensuing year, and after some consideration by the Board, moved that the proposal be referred back to the Committee on Library for further examination and report at a future date.

Carried.

Director Brosseau reported, informally, in the matter of a contract for printing the proceedings of the Board, referred to the Committee at last meeting with power to act, that the Committee had, after receiving other bids, awarded a contract to the N. B. Barlow Printing Company upon their bid of \$2.00 per page.

Director Brosseau also presented the report of the Librarian for June, 1902, and on motion of Director Peabody it was accepted and ordered filed and printed.

He also moved that the bills in the hands of the Committee be approved for payment.

Carried.

COMMITTEE ON ADMINISTRATION.

Director Peabody, Chairman, in the absence of a majority of the Committee, moved that the business in its hands be taken up and be transacted in open Board.

Carried.

Director Peabody then reported back the communication of Mrs. Alice B. Pew, clerk, praying the Board to grant her a leave of absence until such time as the reading room at 3841 State street shall be re-opened, and moved that the request be granted.

Carried.

He also reported back the communication of Henry Weisberg, page,

praying the Board for leave of absence until Oct. 1, 1902, and if this cannot be granted tendering his resignation from the Library service, and moved that the request for leave of absence be not granted and that the resignation be accepted.

Carried.

COMMITTEE ON DELIVERY STATIONS.

Director Peabody moved that the business in the hands of the Committee be taken up and be transacted in open Board.

Carried.

Director Peabody presented the bills in the hands of the Committee and moved that they be approved for payment.

Carried.

COMMITTEE ON BUILDINGS AND GROUNDS.

Director Eckhart moved that the business in the hands of the Committee be taken up and be transacted in open Board.

Carried.

Director Eckhart presented a list of glass globes, ground balls and ground domes, needed by the Library, estimated to cost \$64, and recommended that an order be placed with the Phoenix Glass Company for these goods, so that it may be filled in the early fall when that company resumes work.

Director Brosseau moved that the recommendation be concurred in.

Carried.

Director Eckhart presented the bills in the hands of the Committee and moved that they be approved for payment.

Carried.

Director Eckhart stated that the Committee had obtained opinions

from various plate glass firms upon the cause of the breakage of the corners of the lights in the Library building, and that they all agree that it is probably caused by the settling of the lights until they have come in contact with the iron window frames.

He also stated that endeavors had been made to obtain estimates of the cost of re-setting all the lights in the building which have not been re-set since 1897, but he had been unable to obtain them as yet.

Director Peabody moved that the question of re-setting these lights be referred back to the Committee on Buildings and Grounds for further consideration and report.

Carried.

COMMITTEE ON FINANCE.

Director Franks, Chairman, moved that the business in the hands of the Committee be acted upon in open Board.

Carried.

Director Franks presented the following report of the International Audit Company on the examination of the accounts of the Library for three months ending May 31, 1902, and moved that it be received and be filed and printed.

Carried.

July 8th. 1902.

*To the President and Board of Directors,
Chicago Public Library,
Chicago.*

GENTLEMEN:—We have carefully audited the books and accounts of the Chicago Public Library for the three months ending 31st May, 1902, thereby completing the year ending at that date.

We beg to present the following statements, viz.:

1. Statement of Quarterly Receipts

July 10,]

4

[1902.

and Expenditures of Library Fund from 1st March to 31st May, 1902.

2. Statement of Cash Receipts and Expenditures for the months of March, April and May, 1902.

We hand herewith the Secretary's Official Report for the year ending 31st May, 1902, to which we have ap-

ended our doquet.

We have pleasure in stating that we found the books and accounts correct and in good order.

Yours faithfully,

THE INTERNATIONAL AUDIT CO.

(Signed) JOHN McLAREN,
President.

LIBRARY FUND.

STATEMENT OF RECEIPTS AND EXPENDITURES,

Three months ending 31st May, 1902.

RECEIPTS.

To Balance Library Fund, March 1st, 1902.	\$367,943.37
To Miscellaneous Receipts.	2,688.72
	<u>\$370,632.09</u>

EXPENDITURES.

By books.	\$ 4,016 88	
By newspapers and periodicals.	552.23	
By binding.	3,364.25	
By books lost and paid for—money refunded.	21.75	
By finding lists.	124.27	
By freight and expressage.	94.48	
By postage.	150.00	
By delivery stations—miscellaneous.	3,440.44	
By branch reading rooms—miscellaneous.	1,111.56	
By salaries—main library.	29,351.45	
By " branch reading rooms.	1,656.00	
By " delivery stations.	4,651.05	
By miscellaneous expense.	445.25	
By printing and stationery.	545.96	
By fuel.	2,081.74	
By heating and generating plant.	355.91	
By electric supplies and repairs.	59.79	
By repairs, alterations and improvements.	47.44	
By janitor's expense.	217.74	
By furniture and fixtures.	537.24	
By insurance.	1,184.76	
By interest on time warrants.	133.26	54,443.45
Balance Library Fund		<u>\$316,188.64</u>

Amount Charged to Comptroller—

Fund of 1879 (unavailable)	\$23,534.44
Fund of 1902.	316,188.64
	<u>\$339,723.08</u>

CASH RECEIPTS AND EXPENDITURES,

March, April and May, 1902.

	March	April	May
To balance close of previous month.	\$3,624.73	\$3,720.70	\$3,643.49
To Ryder interest fund.	12.50		
To Beecher ".	50.25		
To comptroller for incidental fund	519.59	424.83	320.43
To miscellaneous.	2 85	356.94	6.17
To finding lists.	167.29	121.88	31.12
To books lost and paid for.	62.30	40.50	39.65
To deposits.	91.00	88.75	90.00
To fines.	617.55	588.78	643.69
	<u>\$5,148.06</u>	<u>\$5,352.38</u>	<u>\$4,774.55</u>

(Cash Receipts and Expenditures—Continued.)

	March	April	May
By comptroller	\$ 849.99	\$1,118.10	\$ 730.63
By books	96.60	142.06	111.58
By newspapers and periodicals	48.42	39.90	46.87
By binding	4.32	7.00	
By books lost and paid for—money refunded	4.00		11.75
By Ryder interest fund		38.60	
By freight and expressage	18.19	46.70	29.59
By delivery stations, miscellaneous			20.86
By miscellaneous expense	14.88	20.14	13.15
By postage	45.00	40.00	65.00
By printing and stationery	38.38	8.10	7.05
By heating and generating plant	18.57	5.78	19.10
By electric supplies and repairs	2.16	3.75	3.81
By janitor's expense	1.05	1.00	
By deposits	87.50	103.50	130.25
By interest on time warrants	198.30	133.26	
By balance at close of month	3,730.70	3,643.49	3,594.91
	\$5,148.06	\$5,352.38	\$4,774.55

SUMMARY OF BALANCE.

Wm. H. Ryder fund	\$10,000.00	\$10,000.00	\$10,000.00
Jerome Beecher fund	2,000.00	2,000.00	2,000.00
Wm. H. Ryder interest fund	1,676.02	1,642.42	1,642.42
Jerome Beecher	945.50	945.50	945.50
Incidental fund	208.43	179.57	171.24
Security deposits	690.75	676.00	635.75
Special deposits	200.00	200.00	200.00
	\$15,730.70	\$15,643.49	\$15,594.91
Deduct—			
Mortgage loans			
Amount of Ryder and Beecher			
Funds invested	\$12,000.00	\$12,000.00	\$12,000.00
	\$3,730.70	\$3,643.49	\$3,594.91

Director Franks also presented the bill of the International Audit Company, amounting to \$30, for examination of the accounts for the last quarter and of the Secretary's annual report and moved that it be approved for payment.

Carried.

Director Franks also presented the following schedule of bills and moved that the bills be ordered paid.

Carried.

Yeas—Directors Franks, Peabody, Eckhart, Brosseau, Heldmann and the President—6.

Nays—None.

A. C. McClurg & Co., books	\$ 144.55
G. E. Stechert, books	21.48
B. F. Stevens & Brown, books and periodicals (£255 4s 3d) (estimated)	1245.44
Matthew Bell & Co., binding (£26 5s) (est.)	128.10
P. Ringer & Hertzberg, binding	86.45
Geo. E. Koehler, binding	482.65
N. B. Barlow Printing Co., printing	55.38
P. A. Salisbury-Schulz Co., dating stamps	21.00
Bradner Smith & Co., paper, etc.	35.50
Dennison Mfg. Co., labels, etc.	44.00
Carr Bros., rent, etc., Hyde Park Reading Room	50.00
Nicholas Bedessem, rent, North Av. Reading Room	55.00
Geo. R. Nichols, rent, etc., Blue Island Av. Reading Room	55.00
Chas. G. Haddock, rent, W. Madison St. Reading Room	60.00
Frederick Herhold, rent, etc., Milwaukee Av. Reading Room	60.00

Maurice Dunne, rent, etc., State St. Reading Room	62.50
The Peoples Gas Light & Coke Co., gas....	16.50
John T. Connery, coal.	357.09
Brilliant Sign Co., remaking signs.....	8.00
The International Audit Co., auditing accounts	30.00
Chicago Journal, advertising for bids.....	15.36
J. F. McGuire, sprinkling street.....	15.00
William Dilley, brushes	7.00
City Collector, inspecting elevators.....	20 00
Wisconsin Lake's Ice Co., ice.....	19.18
Chicago Telephone Co., telephone service	87.50
H. R. Eagle & Co., soap.....	7 50
Bartell Bros., oil.....	9.60
Roger A. Simonson & Co., card catalogue case	690.00
E. Baggot, plumbing.....	50.40
E. Prentice, veterinary services... ..	5.00
J. A. Bovett, veterinary services ..	7.50
George Strachan, shoeing horses.....	7.50
Isaac Shillington, boarding horses.....	86.43
Leroy Elghme, boarding horses.....	46.50
Studebaker Bros.Mfg.Co ,horse collar,etc.	8.75
Winship & Price, boarding horses.....	35.33
E. H. Schloeman, horses.....	478.10
The Fair, horse nets, etc.....	9.35
Andrew Howie, shoeing horses	7.50
W. B. Wickersham, Sec'y, expenditures for June, 1902.....	169.65
	<u>\$4805.09</u>

REPORTS OF OFFICERS.

The President presented the annual report of the Board prepared by him for the City Council together with the annual reports of the Secretary and Librarian.

The Secretary read the President's report, whereupon Director Peabody moved that it be adopted as the report of the Board.

Carried.

Director Peabody moved that the annual reports of the Secretary and Librarian be made a part of the annual report of the Board, and that the Secretary be directed to transmit them to the City Council with the report of the Board.

Carried.

Director Peabody moved that 1500 copies of the thirtieth annual report of the Board be printed in the usual way.

Carried.

Yeas—Directors Franks, Peabody, Eckhart, Brosseau, Heldmann and the President—6.

Nays—None.

Director Peabody moved that the Secretary be authorized to prepare and print an index for the thirteenth volume of the proceedings of the Board and cause 50 copies to be bound in the usual style.

Carried.

ELECTION OF OFFICERS.

The President stated that the election of officers was in order.

Director Eckhart nominated Director Francis S. Peabody for President.

There being no other nomination, Director Eckhart moved that the Secretary cast one ballot for the Board for Director Peabody for President.

The Secretary cast the ballot and the President declared Director Peabody elected President of the Board for the ensuing year.

Director Plamondon vacated the chair and Director Peabody took his seat as President.

There being no other nomination Director Franks moved that the Secretary cast one ballot for the Board for Director Z. P. Brosseau for Vice-President.

The Secretary having cast the ballot the President declared Director Brosseau elected Vice-President for the ensuing year.

Director Brosseau moved that the President cast one ballot for the

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Board for W. B. Wickersham for Secretary.

The President cast the ballot and declared W. B. Wickersham elected Secretary of the Board for the ensuing year.

Director Franks moved that F. H. Hild be elected Librarian for the year ending with the first regular meeting of the Board in April, 1903.

Carried.

Yeas—Directors Franks, Brosseau, Plamondon, Eckhart, Heldmann and the President—6.

Nays—None.

Director Eckhart moved that a vote of thanks be extended to Director Plamondon for his services as President during the past year.

Carried.

The President appointed the standing committees for the year as follows:

Library:

Brosseau, Meeker, Heldmann.

Administration:

Eckhart, Franks, Plamondon.

Delivery Stations:

Bowers, Brosseau, Lowe.

Buildings and Grounds:

Franks, Bowers, Eckhart.

Finance:

Plamondon, Meeker, Lowe.

By-Laws:

Meeker, Heldmann, Lowe.

On motion of Director Franks, the Board adjourned.

W. B. WICKERSHAM,
Secretary.

REPORT OF LIBRARIAN FOR JUNE, 1902.

CIRCULATION OF BOOKS.

The number of books taken from the Library for home use during the month of June was 98,215, against 131,863 for the corresponding month of the previous year. The circulating department was open on 25 week days. The daily average week day circulation was 3,929.

REFERENCE ROOM.

	1902	1901
Number of recorded visitors.....	5,885	7,725
Books issued from stacks.....	17,479	21,025

No record was kept of the number of visitors who consulted the books on the open shelves.

PATENTS AND PUBLIC DOCUMENTS.

	1902	1901
Number of visitors	1,581	1,675
Volumes consulted	7,431	7,612

BOUND NEWSPAPERS AND BOOKS FOR THE BLIND.

Visitors, 177. Bound newspapers consulted, 288. Books for the blind circulated, 90.

READING ROOM.

Periodicals issued at counter, 8,575. No record kept of use of periodicals and newspapers on open stands and racks. Mean attendance per hour, 190. Average maximum attendance per hour, 232.

BRANCH READING ROOMS.

	No. 1.	No. 2.	No. 3.	No. 4.	No. 5.	No. 6.
Number of visitors.....	1,352	1,621	2,346	1,475	1,658	2,285
Periodicals issued.....	900	1,568	2,072	1,754	2,158	2,074
Books issued	621	558	1,018	688	486	757
Average Sunday visitors.....	33	49	54	40	46	100
Women visitors.....	39	270	334	585	138	300

DELIVERY STATIONS.

The number of books issued from 63 delivery stations was 56,704 against 90,587 from 65 stations for the same month of the preceding year.

REGISTRATION.

The number of cards issued on new registrations and re-registrations was 1,851, of which 984 were issued to males, and 867 to females. The registration of June, 1901, was 1,992. The number of two-year cards outstanding is 75,672.

BINDING DEPARTMENT.

Number of books at binderies June 1, 1902	1,923
Number of books sent to binderies in June	317
Total number of books at binderies in June	2,240
Number of books received from binderies in June	1,886
Number of books at binderies July 1, 1902	354
Number of books repaired in Library in June	4,219

GROWTH OF THE LIBRARY.

The total number of volumes in the Library on June 30, 1902, was 280,113. Received since June 1, 1901, 729; Books worn out and condemned since June 1, 269. Books lost and paid for since June 1, 41. Books found and money refunded since June 1, 8.

Chicago, July 10, 1902.

FRED'K H. HILD,
Librarian.

BOARD OF DIRECTORS
OF THE
CHICAGO PUBLIC LIBRARY.

REGULAR MEETING.

CHICAGO, THURSDAY, JULY 24, 1902.

OFFICIAL RECORD.

There were present the President, Director Peabody and Directors Brosseau and Heldmann.

Also Mr. John W. Lowe, appointed a member of the Board July 7, 1902, to succeed Mr. John G. Garibaldi, resigned.

Absent—Directors Franks, Plamondon, Meeker, Bowers and Eckhart.

No quorum appearing, the Board adjourned.

W. B. WICKERSHAM,
Secretary.

REGULAR MEETING.

CHICAGO, THURSDAY, AUGUST 14, 1902.

OFFICIAL RECORD.

There were present the President, Director Peabody, in the chair, and Directors Brosseau, Plamondon, Eckhart and Heldmann.

Absent—Directors Franks, Meeker, Bowers and Lowe.

MINUTES APPROVED.

There being no objection the President declared the minutes of the regu-

lar meeting of July 10, 1902, approved as recorded and printed, without being read.

The following communication was received from the City Clerk:

City Clerk's Office,
Chicago, July 12, 1902.
Mr. William B. Wickersham,
Sec'y. Public Library.

DEAR SIR—I have the honor to in-

form you that at the meeting of the City Council, held on July 7th, the following appointments to the Public Library Board were made by his honor the Mayor and concurred in by the City Council:

C. A. Plamondon to succeed himself.
James F. Bowers to succeed himself.
Rev. Geo. D. Heldmann to succeed
W. A. Kuflewski.

John W. Lowe to succeed John G. Garibaldi [resigned].

Messrs. Plamondon, Bowers and Heldmann have called at this office and qualified.

Yours respectfully,

WM. LOEFFLER,
City Clerk.

On motion of Director Eckhart, the communication was received and filed.

Also the following communication from the City Comptroller:

City of Chicago,
Department of Finance.
Chicago, Aug. 4, 1902.

*F. S. Peabody, Esq.,
President Chicago Public Library, Chicago.*

DEAR SIR—I transmit herewith a statement of the receipts and expenditures for the last six months of the year 1902. You will please note that based on the present rate of expenditures for pay rolls alone there will be a deficit of nearly \$20,000.00. Of course, you understand this office will not receive any pay rolls, or bills, or acknowledge any debt contracted by the Library Board in excess of its income for the fiscal year 1902.

Very respectfully,

L. E. MCGANN,
Comptroller.

RECEIPTS.

1902 tax warrants.....	\$150,000.00	
1901 taxes.....	206,000.00	
Miscellaneous.....	11,000.00	
Total		\$367,000.00

EXPENDITURES.

Vouchers and pay rolls audited.....	\$133,418.00	
Redemption of tax warrants.....	200,000.00	
Total		333,418.00
Balance available for six months ending December 31.....		\$ 33,582.00
Estimates of pay rolls for six months ending December 31, based upon the July roll.		51,600.00

Referred to the Committee on Finance.

Also communications as follows:

From W. D. Morton, concerning his former complaints relative to treatment received at the hands of attendants in the reference room.

Referred to the Committee on Administration.

From American Development Company, making a claim for six dollars to cover the loss of their incandescent lamp and post situated between 81st street and 81st place, on Vincennes

road, the lamp and post having been destroyed by one of the delivery wagons belonging to the Chicago Public Library.

The Librarian stated that while the driver was preparing to feed his horse and when he had removed the bridle, the animal broke away from him, pulling the wagon against the lamp post.

Director Eckhart moved that the Secretary be authorized to pay the six dollars claimed as damages by the American Development Company.

Carried.

From International League of Press Clubs, Philadelphia, asking the Board to make a donation of books to the journalists' home at New Orange, New Jersey, which is being founded by that league.

Referred to the Committee on Library.

From Chas. P. Swigert, Secretary and Custodian of the Grand Army Hall and Memorial Association of Illinois, calling the attention of the Board to the lack of janitor service in their rooms.

Referred to the Committee on Buildings and Grounds.

From P. Ringer & Hertzberg, making certain proposition with reference to binding the books of the Library under their contract.

Referred to the Committee on Library.

From Stephen J. Sheehan, praying the Board to establish a delivery station at his store, 1050 E. Garfield boulevard.

Referred to the Committee on Delivery Stations.

From citizens residing in the vicinity of 5315 Lake avenue, praying the Board to provide reference books and periodical "Lesson Helps," bearing upon the study of the Bible, at its reading room at that number.

Referred to the Committee on Library.

From Rev. S. A. Walton, residing at Oak Park, Ill., engaged as a minister in mission work in Chicago, praying the Board to grant him the privileges of the circulating department of the Library.

Director Eckhart moved that the request of Mr. Walton be granted.

Carried.

Also resignations from the following:

Hugh E. McDonald, Frank C. Weber, Louis Kohn, pages, and Arthur P. Sammons, messenger.

Director Brosseau moved that the resignations of the foregoing attendants be accepted, except that of Louis Kohn, who had already been separated from the Library service.

The motion prevailed.

COMMITTEE ON LIBRARY.

Director Brosseau, Chairman, presented the report of the Librarian for the month of July, 1902, and recommended on behalf of the Committee that it be received, filed and printed.

On motion of Director Eckhart, the recommendation was concurred in.

Director Brosseau also presented the following schedule of bills audited and approved and moved that the bills be ordered paid.

Carried.

Yeas—Directors Brosseau, Plamondon, Eckhart, Heldmann and the President—5.

Nays—None.

Otto Harrassowitz, books, (M.2733.60) (estimated)	\$ 662.50
A. C. McClurg & Co., books	85.84
J. B. Millet Co., books	50.00
The Chicago Directory Co., directories ..	22.50
Clyde H. Hall, newspapers	39.00
P. Ringer & Hertzberg, binding	79.50
Geo. E. Koehler, binding	69.25
Joseph Flucke, binding	6.15
N. B. Barlow Printing Co., printing	24.00
Cameron, Amberg & Co., printing, etc ..	12.00
Schulkins & Co., printing	7.75
The Unger Printing Co., printing	6.00
Bradner Smith & Co., cardboard	24.00
Geo. E. Cole & Co., stationery, etc	13.85

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E. S. Rooks & Co., envelopes	9.60
H. S. Parrish, dating stamps, etc.....	6.10
W. B. Wickersham, Sec'y, cash expenditures for July, 1902.....	189.43

\$1,307.47

COMMITTEE ON BUILDINGS AND GROUNDS.

Director Eckhart, for the Committee on Buildings and Grounds, presented the following schedule of bills in the hands of the Committee and moved that it be taken up and be approved by the Board.

Carried.

Director Eckhart moved that the bills be approved and be ordered paid.

Carried.

Yeas—Directors Brosseau, Plamondon, Eckhart, Heldmann and the President—5.

Nays—None.

Carr Bros., rent, etc., Hyde Park Reading Room	50.00
Nicholas Bedessem, rent, North Av. Reading Room	55.00
Geo. R. Nichols, rent, etc., Blue Island Av. Reading Room	55.00
Chas. G. Haddock, rent, W. Madison St. Reading Room	60.00
Frederick Herhold, rent, etc., Milwaukee Av. Reading Room.....	60.00
Maurice Dunne, rent, etc., State St. Reading Room.....	62.50
The Peoples Gas Light & Coke Co., gas...	14.30
Traders Insurance Co., insurance.....	78.05
J. F. McGuire, sprinkling street	30.00
City Collector, street car books.....	10.75
Marshall Field & Co., cheesecloth.....	21.24
Wisconsin Lakes Ice Co., ice	18.66
The Buckeye Electric Co., lamps.....	18.35
Bartell Bros., oil.....	6.75
McMaster-Davis Supply Co., grease.....	6.40
James S. Kirk & Co., soft soap.....	19.56
H. R. Eagle & Co., soap.....	8 00
W. B. Wickersham, Sec'y, cash expenditures for July, 1902.....	46.54

\$ 621.60

Director Eckhart called the attention of the Board to certain bills for

books paid for by the Secretary out of the contingent fund before their formal approval by the Committee on Library, and moved that such bills be not paid hereafter until audited by that Committee.

Carried.

COMMITTEE ON DELIVERY STATIONS.

In the absence of a majority of the Committee on Delivery Stations, Director Brosseau moved that the bills in its hands be taken up and be approved by the Board.

Carried.

Director Brosseau moved that the following schedule of bills be approved and be ordered paid.

Carried.

Yeas—Directors Brosseau, Plamondon, Eckhart, Heldmann and the President—5.

Nays—None.

Isaac Shillington, boarding horses.....	\$151.39
George Bennet, shoeing horses.....	17.50
McEvers Bros., veterinary services.....	16.50
J. A. Bovett, veterinary services.....	16.00

\$201.39

Director Brosseau stated that the Committee had had no meeting at which it could take up the proposition of Dr. E. Prentice, veterinary surgeon, to give such medical attention to the horses belonging to the Library as they should need for the sum of \$120 per year for an average of 10 horses.

Whereupon, on motion of Director Eckhart, Director Brosseau was appointed a Special Committee to look into this question and report to the Board at next meeting.

On motion, the Board adjourned.

W. B. WICKERSHAM,

Secretary.

REPORT OF LIBRARIAN FOR JULY, 1902.

CIRCULATION OF BOOKS.

The number of books taken from the Library for home use during the month of July was 95,893, against 132,345 for the corresponding month of the previous year. The circulating department was open on 25 week days, being closed on July 4 and 5. The daily average week day circulation was 3,836.

REFERENCE ROOM.

	1902	1901
Number of recorded visitors.....	6,100	6,852
Books issued from stacks.....	17,620	19,937

No record was kept of the number of visitors who consulted the books on the open shelves.

PATENTS AND PUBLIC DOCUMENTS.

	1902	1901
Number of visitors	1,759	1,670
Volumes consulted	8,017	7,936

BOUND NEWSPAPERS AND BOOKS FOR THE BLIND.

Visitors, 212. Bound newspapers consulted, 303. Books for the blind circulated, 80.

READING ROOM.

Periodicals issued at counter, 7,451. No record kept of use of periodicals and newspapers on open stands and racks. Mean attendance per hour, 192. Average maximum attendance per hour, 221.

BRANCH READING ROOMS.

	No. 1.	No. 2.	No. 3.	No. 4.	No. 5.	No. 6.
Number of visitors.....	1,496	1,481	1,850	1,221	1,357	2,421
Periodicals issued.....	1,104	1,351	1,859	1,746	1,886	2,531
Books issued	688	512	895	783	476	1,342
Average Sunday visitors.....	34	37	53	29	33	81
Women visitors.....	129	207	233	472	118	373

DELIVERY STATIONS.

The number of books issued from 67 delivery stations was 53,726 against 91,043 from 67 stations for the same month of the preceding year.

REGISTRATION.

The number of cards issued on new registrations and re-registrations was 2,229, of which 1,112 were issued to males, and 1,117 to females. The registration of July, 1901, was 2,543. The number of two-year cards outstanding is 75,327.

BINDING DEPARTMENT.

Number of books at binderies July 1, 1902	354
Number of books sent to binderies in July	590
Total number of books at binderies in July	944
Number of books received from binderies in July	323
Number of books at binderies August 1, 1902	621
Number of books repaired in Library in July	3,492

GROWTH OF THE LIBRARY.

The total number of volumes in the Library on July 31, 1902, was 280,229. Received since June 1, 1901, 1,080; since July 1, 351. Books worn out and condemned since June 1, 464; since July 1, 195. Books lost and paid for since June 1, 91; since July 1, 50. Books found and money refunded since June 1, 18; since July 1, 10.

Chicago, August 14, 1902.

FRED'K H. HILD,
Librarian.

BOARD OF DIRECTORS OF THE CHICAGO PUBLIC LIBRARY.

REGULAR MEETING.

CHICAGO, THURSDAY, AUGUST 28, 1902.

OFFICIAL RECORD.

There were present the Vice-President, Director Brosseau in the chair, and Directors Franks, Plamondon, Heldmann and Lowe.

Absent—Directors Meeker, Bowers, Eckhart and the President.

MINUTES APPROVED.

There being no objection the Chair declared the minutes of the regular meeting of July 24, and August 14, 1902, approved as recorded and printed, without being read.

COMMUNICATIONS.

A petition was received from citizens residing in the vicinity of Ogden avenue and Polk street, praying the Board to establish a delivery station at the pharmacy on the southwest corner of Ogden avenue and Polk street, under the care of Emil E. Pick.

Referred to the Committee on Delivery Stations.

A communication was received from

Edward W. C. Schreiner, page, tendering his resignation as an employé of the Board.

On motion of Director Franks, the resignation of Mr. Schreiner was accepted.

COMMITTEE ON LIBRARY

Director Heldmann, for the Committee on Library, reported back the communication from International League of Press Clubs asking the Board for a donation of books and recommended, on behalf of the Committee, that it be placed on file.

The recommendation was concurred in.

He also reported back the communication of P. Ringer & Hertzberg, regarding the binding of books and recommended, on behalf of the Committee, that it be placed on file.

The recommendation was concurred in.

He also recommended, on behalf of the Committee, that the proposal of

A. C. McClurg & Co., for furnishing American books to the Library for the ensuing year be accepted.

Director Plamondon moved that the recommendation be concurred in.

Carried.

COMMITTEE ON BUILDINGS AND GROUNDS.

Director Franks, Chairman, presented the following report:

To the President and Board of Directors, Chicago Public Library.

GENTLEMEN:—Your Committee on Buildings and Grounds begs leave to report upon sundry matters which it has had under consideration and would recommend as follows:

1. That the communication of R. W. Hosmer & Co., referred to this Committee on June 26th last asking that the setting of all plate glass windows in the Library building, which have not been re-set since the building was completed, be inspected and all defects of setting remedied, if that company is to continue to carry the risk of breakage placed upon the windows May 25th last, be filed; the Committee having been unable to obtain any estimates of the cost of inspection and re-setting such lights.

2. Your Committee has given attention to the complaint of the Secretary of the Grand Army Hall and Memorial Association of Illinois relative to the janitor work in the rooms occupied by that Association.

Upon inspection, your Committee found the rooms as well kept as any in the building and receiving their proportion of the present janitor service, but recommends that as soon as the Library's financial condition shall permit the special janitor formerly in charge of the rooms be reappointed to that service.

3. After considering the question of the supply of oil for the engine room for the ensuing year, your Committee would recommend the acceptance of the proposition of Dearborn Drug & Chemical Works to supply all the oil needed for the year commencing Sep-

tember 1st next at a sum not to exceed \$250, and for as much less as the face of the bills may show.

4. Sundry bids for repairing the roof of the building and the roof of the boiler room having been received, your Committee would recommend that an order be given to H. Rosenbaum to replace in a workmanlike manner 150 slate tiles on the roof of the building at a cost of 23 cents each, this being the lowest bid received.

Also that an order be given Chicago Sidewalk-Light Company to repair the roof of the boiler room at an expense of 65 cents per hour for each man and 4 cents each for lights; it being understood that only as much work be done as is absolutely essential to put the roof in reasonably good shape, the whole cost not to exceed about \$30.00.

5. Your Committee begs to state that elevator No. 7 has been out of service for some time on account of needed repairs. All the work necessary to put the elevator in good order, except the shop work, can be done by the Library's own engineers, if they are allowed to work over-time. The cost of repairs will be very much less if done in this way.

Your Committee therefore recommends that elevator No. 7 be put in order and that the work be done, as far as may be, by the engineers of the building, they to be paid for over-time at their regular rate, and that the necessary shop work be arranged for outside.

All of which is respectfully submitted.

JACOB FRANKS,

JOHN W. ECKHART,

Committee on Buildings and Grounds.
Chicago, Aug. 28, 1902.

Director Franks moved that the report be adopted and that the recommendations contained therein be concurred in.

Carried.

Yeas—Directors Franks, Plamondon, Heldmann, Lowe and the Chair—5.

Nays—None.

SPECIAL COMMITTEES.

Director Brosseau to whom was referred at last meeting the question of employing a veterinary surgeon by the year for the care of the horses belonging to the Library, reported that he had given attention to the question and, from information gained, recommended that the Board do not enter into a contract for such services at the present time.

The recommendation was concurred in.

Director Plamondon moved that when the Board should adjourn it should adjourn until Saturday, the 30th inst. at 12 o'clock noon.

Carried.

The Board adjourned.

W. B. WICKERSHAM,

Secretary.

ADJOURNED REGULAR MEETING.

CHICAGO, SATURDAY, AUGUST 30, 1902.

OFFICIAL RECORD.

The Board met according to adjournment.

There were present the President, Director Peabody, in the chair and Directors Brosseau, Franks, Plamondon, Heldmann and Lowe.

Absent—Directors Meeker, Bowers and Eckhart.

Also present, by invitation, ex-Director Azel F. Hatch.

By consent, the regular order of business was dispensed with.

The President stated that the object of the meeting was to consider ways and means for the maintenance of the Library for the remainder of the current year.

Director Plamondon moved the adoption of the following resolution prepared by ex-Director Hatch.

The motion prevailed as follows:

Yeas—Directors Brosseau, Franks, Plamondon, Heldmann, Lowe and the President—6.

Nays—None.

Whereas, certain persons have obligated themselves to advance for the uses of the Public Library, as a loan, certain sums of money necessary to meet the pay rolls and the expenses of the Library, therefore,

Resolved, that this Board hereby pledges itself to repay said loan with five per cent interest out of any funds which shall at any time become available for Public Library purposes.

Director Franks moved that when the Board should adjourn it should adjourn until Wednesday, September 3, 1902, at 4 o'clock p.m.

Carried.

On motion, the Board adjourned.

W. B. WICKERSHAM,

Secretary.

ADJOURNED REGULAR MEETING.
CHICAGO, WEDNESDAY, SEPTEMBER 3, 1902.
OFFICIAL RECORD.

The Board met according to adjournment.

There were present the President, Director Peabody, in the chair, and Directors Brosseau, Franks, Eckhart, Heldmann and Lowe.

Absent—Directors Plamondon, Meeker and Bowers.

The President stated that the object of the meeting was to further consider the question of the finances of the Library.

Director Eckhart stated that in accordance with a suggestion of the City Comptroller there had been prepared resolutions providing for the further issue and sale of time warrants for the purpose of providing funds for maintaining the Library for the remainder of the year 1902.

The Secretary then read the following resolutions:

Whereas, On April 15, 1902, this Board by resolution authorized the Mayor and the City Comptroller to issue warrants against the Library tax levy of 1902, not to exceed seventy-five per centum thereof.

Resolved, That said officers be requested and authorized to issue, in accordance with the terms of said resolution, \$200,000.00 in warrants drawn against said Library tax levy of 1902, being upon an estimated assessment of \$400,000,000, of which the Library will be entitled to approximately \$292,000. Be it further

Resolved, That the Mayor and Com-

troller of the City of Chicago be and they are hereby authorized to execute and the President and Secretary of the Library Board be and they are hereby authorized to countersign the warrants provided for in the foregoing resolution.

Director Brosseau moved that the resolutions be adopted.

Carried.

Yeas—Directors Brosseau, Franks, Eckhart, Heldmann, Lowe and the President—6.

Nays—None.

Director Eckhart stated that under a decision of the Federal Court certain moneys had recently been paid into the City treasury by certain corporations of Chicago as back taxes for the year 1900, amounting to \$435,149.11, of which the Library's share would be \$6,494.00 if its proportion be credited to the Library fund. There being some doubt in the mind of the City Treasurer as to the Library's right to this sum, Director Eckhart moved that the Corporation Counsel be requested to take up the matter with the City Treasurer, with a view of having the Library's share of these back taxes credited to the Library fund.

The motion prevailed.

On motion of Director Franks, the Board adjourned.

W. B. WICKERSHAM,
Secretary.

BOARD OF DIRECTORS
OF THE
CHICAGO PUBLIC LIBRARY.

REGULAR MEETING.

CHICAGO, THURSDAY, SEPTEMBER 11, 1902.

OFFICIAL RECORD.

There were present the Vice-President, Director Brosseau in the chair, and Directors Plamondon, Eckhart, Heldmann and Lowe.

Absent—Directors Franks, Meeker, Bowers and the President.

MINUTES APPROVED.

There being no objection the Chair declared the minutes of the regular meeting of August 28, and of the adjourned regular meetings of August 30, and September 3, 1902, approved as recorded and printed, without being read.

COMMUNICATIONS.

The following communication was received from the City Comptroller:

City of Chicago,
Department of Finance.
Chicago, Sept. 6, 1902.

Mr. William B. Wickersham,
Sec'y Chicago Public Library, Chicago.

DEAR SIR:—I transmit herewith a copy of a letter from the Deputy City Treasurer relating to \$6,441.00 paid in

by order of court for 1900 taxes.

Very respectfully,

L. E. MCGANN,
Comptroller.

Encs. No. 1196.

(Copy) Chicago, Sept. 6, 1902.
Hon. L. E. McGann,
City Comptroller.

DEAR SIR:—I am in receipt of your letter of this date inquiring why the \$6,441.94 for taxes on account of the Public Library for 1900, being a part of the back taxes for that year, received from the County Collector on July 10, 1902, has not been placed to the credit of the Public Library fund.

It is the opinion of Mr. Gunther's attorney, that inasmuch as to place the said amount to the credit of the Public Library fund would result in that fund receiving more money from the taxes for 1900 than it appears legally entitled to receive, therefore "in law and natural justice," as stated by the Corporation Counsel in his letter to you of July 18, 1902, in regard to a parallel case, "the excess of payment should be refunded to the tax payers," who, "by reason of the wrong perpetrated on them by other tax payers, paid more into those funds in 1900

than they were required by law to pay.

Such a refund is impracticable, but on the other hand it is no part of the duty of the City Treasurer to decide who is entitled to the funds under the circumstances, nor is he required to assume any risk not imposed upon him by law. I would suggest therefore that proceedings be taken to bring the matter before some court of competent jurisdiction in order that the Treasurer's duty in the premises may be judicially determined.

Very respectfully,

(Signed) F. W. GOOKIN,
Deputy City Treasurer.

Referred to the Committee on Finance.

Communications were also received as follows:

From Rev. A. H. Kistler of River Forest, Ill., praying the Board to grant him the privileges of the circulating department of the Library.

Director Eckhart moved that the request of Rev. Mr. Kistler be granted.

Carried.

From Albert W. Taylor, clerk, tendering his resignation as an employé of the Board.

Director Plamondon moved that the resignation of Mr. Taylor be accepted and that the Secretary be directed to extend to him an expression of the Board's appreciation of his services while in its employ.

Carried.

From Alphonsus V. King and Franklin Salisbury, pages, tendering their resignations as employés of the Board.

On motion of Director Plamondon, the resignations of Messrs. King and Salisbury were accepted.

COMMITTEE ON LIBRARY

Director Heldman, for the Commit-

tee, presented the following recommendations:

1. That two lists of current American books aggregating 206 volumes, estimated to cost \$225, be ordered purchased.

Director Lowe moved that the recommendation be concurred in.

Carried.

Yeas—Directors Plamondon, Eckhart, Heldmann, Lowe and the Chair—5.

Nays—None.

2. That the bills contained in the following schedule be paid:

Otto Harrassowitz, books, (M.1747.15) (estimated)	\$ 415.82
A. C. McClurg & Co., books	25.01
Francis J. Meeker, books	18.68
P. Ringer & Hertzberg, binding	71.45
Peterson Linotype Co., printing	22 38
Western Banknote & Engraving Co., stationery	35.00
Cameron, Amberg & Co., report book ...	9.50
N. B. Barlow Printing Co., printing	12.00
Edwards & Hancock, paper	10 50
W. B. Wickersham, Sec'y, cash expenditures in August, 1902	79.58
	\$ 700.12

Director Eckhart moved that the recommendation be concurred in and that the bills be ordered paid.

Carried.

Yeas—Directors Plamondon, Eckhart, Heldmann, Löwe and the Chair—5.

Nays—None.

3. That a list of miscellaneous books and periodicals, which have been ordered by the Board at former meetings, and are received as published, aggregating \$190.93 be ordered paid for from the incidental fund.

Director Heldmann moved that the recommendation be concurred in.

Carried.

Yeas—Directors Plamondon, Eckhart, Heldmann, Lowe and the Chair—5.

Nays—None.

COMMITTEE ON DELIVERY STATIONS.

Director Lowe, for the Committee, presented the following schedule of bills approved and on behalf of the Committee recommended that the bills be paid.

The motion was concurred in as follows:

Yeas—Directors Plamondon, Eckhart, Heldmann, Lowe and the Chair—5.

Nays—None.

Isaac Shillington, boarding horses.....	\$ 140.00
George Bennet, shoeing horses.. .. .	14.50
Geo. J. Weidner, horse collar, etc.....	4.90
Traders Insurance Co., insurance on horses and wagons.....	32.10
	\$191.50

COMMITTEE ON BUILDINGS AND GROUNDS.

Director Eckhart, for the Committee, in the absence of a majority of the Committee moved that the business in its hands be taken up and be transacted in open Board.

Carried.

Director Eckhart then presented the following schedule of bills and moved that the bills be approved and paid.

Carried.

Yeas—Directors Plamondon, Eckhart, Heldmann, Lowe and the Chair—5.

Nays—None.

Carr Bros., rent, etc., Hyde Park Reading Room	50.00
Geo. R. Nichols, rent, etc., Blue Island Av. Reading Room.....	55.00

Nicholas Bedessem, rent, North Av. Reading Room	55.00
Chas. G. Haddock, rent, W. Madison St. Reading Room.....	60.00
Frederick Herhold, rent, etc., Milwaukee Av. Reading Room.....	60.00
Maurice Dunne, rent, etc., State St. Reading Room.....	62.50
The Peoples Gas Light & Coke Co., gas...	14.60
Ogden Gas Co., gas.....	5.55
John T. Connery, coal	508.59
Gallaher & Speck, steel wedges, etc.....	6.10
Borden & Selleck Co., buckets	18.00
D. J. Gallagher Mfg. Co., waste, etc.....	11.94
Riddiford Bros., brushes.....	4.75
Bartell Bros., gasoline	6.70
The Colonial Electric Co., lamps.....	550.00
Western Electric Co., switch bases, etc...	6.60
Charles H. Besbey & Co., oil, etc.....	4.51
Burdett-Rowntree Mfg. Co., repairing book conveyer.....	15.65
King's Model Laundry Co., laundry work	118.26
J. C. Wilkinson, vermin powder	10.00
J. F. McGuire, sprinkling street	30.00
Wisconsin Lakes Ice Co., ice	17.47
W. B. Wickersham, Sec'y, cash expenditures in August, 1902	10.58

\$1,711.80

COMMITTEE ON FINANCE.

Director Plamondon, Chairman, presented the bill of C. M. Haven & Co., agents for the American Bonding & Trust Company, for \$30 for payment of the premium on the bond of the Secretary of the Board for \$10,000 for the year 1902-03.

Director Plamondon moved that the bill be ordered paid.

Carried.

On motion of Director Lowe, the Board adjourned.

W. B. WICKERSHAM,

Secretary.

September 11,]

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[1902.

BOARD OF DIRECTORS
OF THE
CHICAGO PUBLIC LIBRARY.

REGULAR MEETING.

CHICAGO, THURSDAY, SEPTEMBER 25, 1902.
OFFICIAL RECORD.

There were present Directors Brosseau,
Plamondon, Heldmann and Lowe.

Absent—Directors Franks, Meeker,
Bowers, Eckhart, and the President.

No quorum appearing, the Board ad-
journed.

W. B. WICKERSHAM,
Secretary.

REGULAR MEETING.

CHICAGO, THURSDAY, OCTOBER 9, 1902.
OFFICIAL RECORD.

There were present Directors Brosseau,
Franks, Bowers and Lowe.

Absent—Directors Plamondon, Meeker,
Eckhart, Heldmann, and the President.

No quorum appearing, the Board ad-
journed.

W. B. WICKERSHAM,
Secretary.

REGULAR MEETING.

CHICAGO, THURSDAY, OCTOBER 23, 1902.
OFFICIAL RECORD.

There were present the President, Di-
rector Peabody in the chair, and Direct-
ors Brosseau, Bowers, Eckhart, Heldmann

and Lowe.

Absent—Directors Franks, Plamondon
and Meeker.

MINUTES APPROVED.

There being no objection the President declared the minutes of the regular meeting of September 11, 1902 approved as recorded and printed, without being read.

COMMUNICATIONS.

The following communication was received from Mr. Harry G. Selfridge:

Marshall Field & Co.
Chicago, Oct. 18, 1902.

Francis S. Peabody, Esq.
President Chicago Public Library,
215 Dearborn St., Chicago.

MY DEAR SIR:—There is an effort now being made by those doing business in the center of the city to secure an asphalt pavement in place of the noisy, dirty granite which now covers the streets. We have been successful in obtaining the consent of many of the property owners on Randolph street between State street and Michigan avenue, and feel quite sure that we can obtain the consent of the property owners on Washington street between Wabash avenue and Michigan avenue to pay for their proportion of the cost of putting a thoroughly first-class asphalt pavement on the streets. Gentlemen on Michigan avenue have succeeded in obtaining the consent of their neighbors to the same effect, so that Michigan avenue is to be paved with asphalt from Adams to Washington street.

I now write to ask and very earnestly urge the co-operation of your honorable body in this movement, so that the frontage occupied by the Library can be made a part of the whole, and I fear that without your co-operation a number of property owners will decline to join in the work. We propose that the work shall be done, in the first place, as well as asphaltting can be done, and strictly upon honor. We then propose to obtain the very best price which competition will permit, and also propose to watch the work during its progress and see that the contractors give just what they contract to do. The rough price which we are able to name is \$3.00 per square yard, but it is more than likely that under competition this can be decidedly reduced.

The street car companies will co-oper-

ate with us in this matter and will place grooved rails on Washington and Randolph streets, and will pay for paving between their tracks.

Asking then your kind attention to this matter and recognizing that every member of your board is a public-spirited man who would be glad to see this most desirable result attained, if possible, I beg to remain,

Very respectfully yours,
(Signed) HARRY G. SELFIDGE.

Director Brosseau moved that the Secretary be directed to communicate the contents of this letter to the Corporation Counsel of the City and inquire what the rights of the Board are in the case and whether the City, itself, would not join in with the property owners around the Library building and pay for this improvement from moneys appropriated for such purposes.

The motion prevailed.

Communications were also received as follows:

From Albert Baker an instructor at Morgan Park praying the Board to grant him the privileges of the circulating department of the Library.

On motion of Director Brosseau, the request of Mr. Baker was granted.

From Dr. W. A. Kuflewski praying the Board to open a delivery station at 687 W. 18th street at the store of Mrs. Stefanie Chmielinska.

On motion of Director Brosseau, the communication was placed on file.

From citizens residing in the vicinity of 1067 N. 43d avenue, praying the Board to establish a delivery station at that number, under the care of Mrs. Anna B. Jensen.

Referred to the Committee on Delivery Stations.

From R. W. Hosmer & Co., as follows:
Chicago, Oct. 1, 1902.

W. B. Wickersham, Esq.,
Secretary Public Library Board.

DEAR SIR:—In view of the numerous

notifications of breaks of the glass in the Public Library building, all of a similar character and without accidental cause, we are obliged to conclude that they occur from improper or defective setting.

Your favor of September 2d notifying us that our communication of June 24th regarding this defective setting had been placed on file by the Library Board was duly received, and we are compelled to say that while we willingly assume the risk of all breaks the result of accident or the act of other parties, and due to causes beyond your control, we have grave doubts whether the insurance company is liable for these small corner breaks caused by defective setting, or that we would be justified under the first condition of the policy in spending the company's money to replace such breaks.

Of course any question as to liability may be arbitrated under the 15th condition of the policy at request of either party.

We appreciate the difficulty the Library Board labor under from lack of money to reset the glass, but we do not think the small corner breaks are an essential damage to the building, or that they would be noticed except by careful scrutiny, and that the Library would not suffer by letting such plates remain without claim for damage.

We do not wish to have any controversy over the subject and would prefer to cancel off rather than dispute, or on the other hand remain on the risk at a certain loss.

Kindly present this to the Board and advise us of their action. If we can come to an agreement about these breaks we would be pleased to remain on the risk.

Very truly yours,

(Signed) R. W. HOSMER & Co.

Referred to the Committee on Buildings and Grounds.

From S. Frances Carter requesting that the first two tables in the reference room be devoted exclusively to the use of women, and that some fresh, clean catalogues be furnished for their use.

Referred to the Committee on Administration.

From Chesley R. Perry, clerk, praying the Board to grant him a leave of absence

for two months; from John J. Enright, elevator operator, praying the Board to grant him a leave of absence of three months; from Andrew J. Davlin, superintendent of West Madison street reading room requesting a leave of absence of two months.

Director Brosseau moved that the petitions of the foregoing employés for leaves of absence be granted.

Carried.

From Herman G. Heil, Joseph E. Mahoney, Walter C. Ganey and John J. Blatter, pages, and Daniel Driscoll, marble polisher, tendering their resignations as employés of the Board.

On motion of Director Brosseau, the resignations of the several employés named were accepted.

COMMITTEE ON LIBRARY.

Director Brosseau, Chairman, presented the following lists of books approved by the Committee, and moved that the books be ordered purchased.

Carried.

Yeas—Directors Brosseau, Bowers, Eckhart, Heldmann, Lowe and the President—6.

Nays—None.

A list of current American books, comprising 110 volumes, estimated to cost \$125; a list of current American books, comprising 99 volumes, estimated to cost \$100; a list of current American books, comprising 84 volumes estimated to cost \$100.

Director Brosseau also presented a list of books and cards amounting to \$78.70, and recommended on behalf of the Committee that they be purchased and be paid for from the Incidental fund.

The recommendation was concurred in.

Director Brosseau also presented the Librarian's reports for the months of August and September, 1902.

On motion of Director Bowers, the reports were received and ordered to be printed and filed.

Director Brosseau also presented the following schedule of bills audited and approved and recommended that the bills be ordered paid.

Director Bowers moved that the recommendation of the Committee be concurred in and that the bills be ordered paid.

Carried.

Yeas—Directors Brosseau, Bowers, Eckhart, Heldmann, Lowe and the President—6.

Nays—None.

A. C. McClurg & Co., Books.....	\$279.01
B. F. Stevens & Brown, books and periodicals (£ 69 5s 6d) <i>est.</i>	337.13
P. Ringer & Hertzberg, binding.....	11.75
Joseph Flucke, binding.....	153.86
Geo. E. Koehler, binding.....	106.13
Bradner Smith & Co., paper and envelopes.....	10.83
Cameron, Amberg & Co., printing and stationery.....	9.28
Schulkins & Co., printing.....	6.00
N. B. Barlow Printing Co, printing.....	14.00
W. B. Wickersham, Sec'y, expenditures in September, 1902.....	242.30
	\$1,170.29

COMMITTEE ON ADMINISTRATION.

Director Eckhart, Chairman, presented the following report:

To the President and Board of Directors, Chicago Public Library.

GENTLEMEN:—Your Committee on Administration to which was referred on August 14th last a communication from Mr. W. D. Morton regarding alleged uncivil conduct toward him on the part of certain attendants in the reference room, begs leave to report that Mr. Morton was invited to appear before your Committee, and after hearing his testimony your Committee caused instructions to be issued that Mr. Morton be accorded all the privileges that the rules and practices of the Library may entitle him to, and which he claimed had not always been extended to him heretofore. Your Committee further recommends that Mr. Mor-

ton's communication be placed on file.

All of which is respectfully submitted.

JOHN W. ECKHART,
CHAS. A. PLAMONDON,
Committee on Administration.

Chicago, Sept. 25, 1902.

Director Bowers moved that the report be adopted.

Carried.

COMMITTEE ON DELIVERY STATIONS.

Director Bowers, Chairman, presented the following schedule of bills audited and approved and moved that the bills be ordered paid.

Carried.

Yeas—Directors Brosseau, Bowers, Eckhart, Heldmann, Lowe and the President—6.

Nays—None.

Isaac Shillington, boarding horses.....	\$ 140.00
George Bennet, shoeing horses.	12.00
	\$152.00

COMMITTEE ON BUILDINGS AND GROUNDS.

Director Eckhart, for the Committee, presented the following schedule of bills audited and approved and recommended on behalf of the Committee, that the bills be ordered paid.

On motion of Director Bowers, the recommendation was concurred in and the bills were ordered paid.

Carried.

Yeas—Directors Brosseau, Bowers, Eckhart, Heldmann, Lowe and the President—6.

Nays—None.

Carr Bros., rent, etc., Hyde Park Reading Room.....	50.00
Geo. R. Nichols, rent, etc., Blue Island Av. Reading Room.....	55.00
Nicholas Bedessem, rent, North Av. Reading Room.....	55.00
Frederick Herhold, rent, etc., Milwaukee Av. Reading Room.....	60.00
Chas. G. Haddock, rent, W. Madison St. Reading room.....	60.00
Maurice Dunne, rent, etc., State St. Read-	

ing Room.....	62.50
The Peoples Gas Light & Coke Co., gas...	16.40
John T. Connery, coal.....	338.41
Chicago Telephone Co., telephone rent...	87.50
King's Model Laundry Co., laundry work	18.50
Wisconsin Lakes Ice Co., ice.....	15.40
J. F. McGuire, sprinkling street.....	30.00
James S. Kirk & Co., soft soap.....	20.94
Bartell Bros., oil.....	8.20
Dearborn Drug and Chemical Works, oil.	16.38
Thayer & Lynn, repairing armature, etc...	6.40
The Phoenix Glass Co., globes, etc.....	33.75
P. P. Pirola & Co., plastering.....	12.00
Chicago Sidewalk-Light Co., repairing	
lights.....	28.92
H. Rosenbaum, repairing roof.....	49.10
W. B. Wickersham, Sec'y, expenditures in	
September, 1902.....	15.71

\$1,040.11

The Secretary stated that at the direction of the Chairman of the Committee on Buildings and Grounds, he had declined to accept \$30 from the Union Casualty & Surety Company in lieu of the replacing of a large circular light in the assembly room of the Grand Army quarters; said light having but a very small fracture at one corner and being exceedingly difficult to replace. He also stated that since notifying the company to this effect, the company which is replacing the glass for the Union Casualty & Surety Company has intimated that it might make a more satisfactory proposition in regard to the same large light.

By consent, all questions relating to the replacing of lights were referred to the Committee on Buildings and Grounds.

COMMITTEE ON FINANCE.

Director Lowe, for the Committee, presented the following report:

To the President and Board of Directors, Chicago Public Library.

GENTLEMEN:—Your Committee on Finance to whom was referred at last meeting of the Board a copy of a communication from F. W. Gookin, Deputy City Treasurer to the City Comptroller in reply to a communication inquiring why the Public Library's share of certain back taxes for 1900, have not been credited to the Library fund, begs to report that it has given the matter attention. Your Committee, however, has been informed by Assistant Corporation Counsel Fyffe that a suit brought in court to determine the duty of the City Treasurer in the case should not be started until all other means have failed. Mr. Fyffe informs your Committee that he has already written a communication to the City Treasurer on the subject and will follow up the matter and report as soon as he shall have arrived at a conclusion.

Your Committee recommends that the Secretary be authorized to engage the International Audit Company to audit the books and accounts of the Library for the ensuing year, including the checking and examination of the annual report for the sum of \$100.00, a concession of \$25.00 having been made in the proposition of that company on account of the financial condition of the Library.

All of which is respectfully submitted,
CHAS. A. PLAMONDON,
JOHN W. LOWE,
Committee on Finance.

Chicago, Sept. 25, 1902.

Director Brosseau moved that the report be adopted and that the recommendations contained therein be concurred in.

Carried.

On motion of Director Brosseau, the Board adjourned.

W. B. WICKERSHAM,
Secretary.

REPORT OF LIBRARIAN FOR AUGUST, 1902.

CIRCULATION OF BOOKS.

The number of books taken from the Library for home use during the month of August was 93,529, against 137,066 for the corresponding month of the previous year. The circulating department was open on 26 week days. The daily average week day circulation was 3,597.

REFERENCE ROOM.

	1902	1901
Number of recorded visitors.....	6,585	8,381
Books issued from stacks.....	18,247	24,456

No record was kept of the number of visitors who consulted the books on the open shelves.

PATENTS AND PUBLIC DOCUMENTS.

	1902	1901
Number of visitors	1,408	1,742
Volumes consulted	6,528	7,894

BOUND NEWSPAPERS AND BOOKS FOR THE BLIND.

Visitors, 185. Bound newspapers consulted, 276. Books for the blind circulated, 102.

READING ROOM.

Periodicals issued at counter, 8,202. No record kept of use of periodicals and newspapers on open stands and racks. Mean attendance per hour, 185. Average maximum attendance per hour, 217.

BRANCH READING ROOMS.

	No. 1.	No. 2.	No. 3.	No. 4.	No. 5.	No. 6.
Number of visitors.....	1,635	1,517	1,930	1,483	1,355	2,845
Periodicals issued.....	1,103	1,433	1,822	1,735	1,462	2,858
Books issued	849	561	971	893	788	1,295
Average Sunday visitors.....	36	39	42	35	29	79
Women visitors.....	46	252	230	555	91	428

DELIVERY STATIONS.

The number of books issued from 67 delivery stations was 50,750 against 91,957 from 66 stations for the same month of the preceding year.

REGISTRATION:

The number of cards issued on new registrations and re-registrations was 2,078, of which 1,050 were issued to males, and 1,028 to females. The registration of August, 1901, was 3,080. The number of two-year cards outstanding is 75,165.

BINDING DEPARTMENT.

Number of books at binderies August 1, 1902.....	621
Number of books sent to binderies in August.....	443
Total number of books at binderies in August.....	1,064
Number of books received from binderies in August.....	44
Number of books at binderies September 1, 1902.....	1,020
Number of books repaired in Library in August.....	6,213

GROWTH OF THE LIBRARY.

The total number of volumes in the Library on Aug. 31, 1902, was 280,628. Received since June 1, 1901, 1,514; since Aug. 1, 434. Books worn out and condemned since June 1, 464; since Aug. 1, 0. Books lost and paid for since June 1, 131; since Aug. 1, 40. Books found and money refunded since June 1, 23; since Aug. 1, 5.

Chicago, September 25, 1902.

FRED'K H. HILD,
Librarian.

REPORT OF LIBRARIAN FOR SEPTEMBER, 1902.

CIRCULATION OF BOOKS.

The number of books taken from the Library for home use during the month of September was 92,327, against 120,734 for the corresponding month of the previous year. The circulating department was open on 25 week days. The daily average week day circulation was 3,616.

REFERENCE ROOM.

	1902	1901
Number of recorded visitors.....	6,791	8,418
Books issued from stacks.....	20,069	22,897

No record was kept of the number of visitors who consulted the books on the open shelves.

PATENTS AND PUBLIC DOCUMENTS.

	1902	1901
Number of visitors.....	1,607	1,474
Volumes consulted.....	7,674	6,704

BOUND NEWSPAPERS AND BOOKS FOR THE BLIND.

Visitors, 215. Bound newspapers consulted, 363. Books for the blind circulated 70.

READING ROOM.

Periodicals issued at counter, 7,740. No record kept of use of periodicals and newspapers on open stands and racks. Mean attendance per hour, 201. Average maximum attendance per hour, 243.

BRANCH READING ROOMS.

	No. 1.	No. 2.	No. 3.	No. 4.	No. 5.	No. 6.
Number of visitors.....	1,875	1,956	2,359	1,577	2,037	3,040
Periodicals issued.....	1,117	1,337	2,260	2,060	2,536	3,001
Books issued	885	1,083	992	1,005	776	1,287
Average Sunday visitors.....	38	34	50	37	58	93
Women visitors.....	43	299	315	655	176	472

DELIVERY STATIONS.

The number of books issued from 65 delivery stations was 49,974, against 79,053 from 66 stations for the same month of the preceding year.

REGISTRATION.

The number of cards issued on new registrations and re-registrations was 2,445, of which 1,202 were issued to males, and 1,243 to females. The registration of September, 1901, was 2,812. The number of two-year cards outstanding is 74,570.

BINDING DEPARTMENT.

Number of books at binderies September 1, 1902.....	1,020
Number of books sent to binderies in September.....	437
Total number of books at binderies in September.....	1,457
Number of books received from binderies in September.....	1,011
Number of books at binderies October 1, 1902.....	446
Number of books repaired in Library in September.....	4,666

GROWTH OF THE LIBRARY.

The total number of volumes in the Library September 30, 1902, was 280,747. Received since June 1, 1,861; since September 1, 347. Books worn out and condemned since June 1, 655; since September 1, 191. Books lost and paid for since June 1, 172; since September 1, 41. Books found and money refunded since June 1, 27; since September 1, 4.

Chicago, October 9, 1902.

FRED'K H. HILD,
Librarian.

BOARD OF DIRECTORS
OF THE
CHICAGO PUBLIC LIBRARY.

REGULAR MEETING.

CHICAGO, THURSDAY, NOVEMBER 13, 1902.

OFFICIAL RECORD.

On account of a majority of the members of the Board being out of the city, no meeting was held.

W. B. WICKERSHAM,
Secretary.

SPECIAL MEETING.

CHICAGO, TUESDAY, NOVEMBER 18, 1902.

OFFICIAL RECORD.

There were present the President, Director Peabody, in the chair, and Directors Brosseau, Franks, Bowers, Eckhart, Heldmann and Lowe.

Absent—Directors Plamondon and Meeker.

The Secretary read the following call:

Chicago, Nov. 15, 1902.

W. B. Wickersham, Esq., Secretary
Public Library Board.

DEAR SIR:—Please call a special meeting of the Board of Directors of the Chicago Public Library to be held on Tuesday, the 18th inst., at 4 o'clock p. m., for the following purposes:

1. The reading of the records.
2. Consideration of communications.

3. Consideration of unfinished business.

4. Receiving and acting upon reports of standing committees.

5. Receiving reports of special committees.

6. Receiving reports of officers.

7. Consideration of new business.

Very respectfully,
F. S. PEABODY,
President.

MINUTES APPROVED.

Director Bowers moved that the minutes of the regular meetings of September 25, October 9 and October 23, 1902, be approved as recorded and printed, without being read.

Carried.

COMMUNICATIONS.

The following communication was received from Deputy Comptroller Hubbell:

City of Chicago, Department of Finance,
Chicago, Nov. 14, 1902.

*Mr. William B. Wickersham, Secretary
Chicago Public Library.*

DEAR SIR:—I transmit herewith blanks for departmental estimates for the year 1903. Please have these filled in and return to this office not later than December 1st.

Respectfully yours,
J. G. HUBBELL,
Deputy Comptroller.

Referred to the Committee on Finance.

A communication was received from Prof. Charles Zeublin, Chairman of the Conference Committee of the Cook County Improvement Societies, asking the Board to appoint a representative to the Second Annual Conference of said societies, to be held at Fullerton Hall, Art Institute, Saturday, November 22, 1902, and also to contribute something toward the expense of holding said conference.

Director Bowers moved that Director Lowe be appointed a committee of one to look into the question of contributing toward the expenses named, and report to next meeting of the Board.

Carried.

The President appointed Director Heldmann to attend the above mentioned conference, as a representative of the Library Board.

Sundry petitions were received from principals and teachers of the public schools, requesting the Board to issue to teachers cards providing for special privileges, etc.

Referred to the Committee on Library.

The following communications were also received:

From Lawrence P. Luby, page, praying the Board to grant him a leave of absence on account of illness until he shall be able to return to work, the petition being accompanied by a certificate from Dr. D. H. Sullivan.

Director Brosseau moved that a leave of absence be granted Mr. Luby until Dec. 1 next.

Carried.

From Mrs. Mary J. Smith, janitress, praying the Board to grant her a leave of absence of six months, on account of ill health.

Director Brosseau moved that the petition of Mrs. Smith be referred to the Committee on Administration.

From Mrs. Annie Wandel, janitress, praying the Board to grant her a leave of absence of one month, on account of ill health, the petition being accompanied by a certificate from Dr. P. Hagedorn.

On motion of Director Brosseau, the petition was granted.

From Daniel Driscoll, marble cleaner, praying the Board to allow him to withdraw his resignation, which was accepted by the Board October 23, 1902.

Director Eckhart moved that the petition of Mr. Driscoll be granted.

Carried.

COMMITTEE ON LIBRARY.

Director Brosseau, Chairman of the Committee on Library, presented a list of current American books, comprising 129 volumes, estimated to cost \$150.00, agreed to by the Committee, and moved that the books be ordered purchased.

Carried.

Ycas—Directors Brosseau, Franks, Bowers, Eckhart, Heldmann, Lowe and the President—7.

Nays—None.

Director Brosseau, also, on behalf of

the committee recommended as follows: That a list of miscellaneous books and periodicals, to cost \$58.04, be ordered purchased and be paid for from the incidental fund.

That the Librarian be authorized to purchase a Hammond typewriting machine for the cataloguing department, at a net cost of \$85.00.

That the Librarian's report for the month of October, 1902, be filed and printed.

That the following bills, examined and approved by the Committee, be ordered paid:

A. C. McClurg & Co., books....	\$262.29
G. E. Stechert, books.....	7.62
P. Ringer & Hertzberg, binding.	27.25
Joseph Flucke, binding.....	15.02
Geo. E. Koehler, binding.....	72.76
Gane Bros. & Co., binder's cover paper	21.00
Matthew Bell & Co., binding British Specifications £37/13/6 (est.)	183.87
A. L. A. Publishing Board, printed catalogue cards.....	42.18
J. W. Butler Paper Co., manilla paper	15.75
Geo. E. Cole & Co., miscellaneous stationery	6.10
W. B. Wickersham, Sec'y, cash expenditures for October, 1902.	179.85
	\$833.69

The recommendations of the committee were concurred in by the following vote:

Yeas—Directors Brosseau, Franks, Bowers, Eckhart, Heldmann, Lowe and the President—7.

Nays—None.

Director Brosseau also presented lists of American and foreign periodicals and newspapers to be ordered for the year 1903, estimated to cost \$4,479.50, and recommended on behalf of the committee that the lists be ordered.

After some discussion the lists were withdrawn and were referred back to the committee for further consideration, and report at the next meeting of the Board.

COMMITTEE ON ADMINISTRATION.

Director Eckhart, Chairman of the Committee on Administration, presented the following report:

To the President and Board of Directors, Chicago Public Library.

GENTLEMEN:—Your Committee on Administration begs leave to make the following recommendations in regard to matters under its supervision:

1. That a requisition be made upon the Civil Service Commission for one assistant engineer at a salary of \$1,200 per year, to take charge of the engine room and heating plant during the night watch.

2. That two tables in the Reference Room be hereafter reserved exclusively for the use of women readers, and that the communication of Miss S. F. Carter suggesting that this be done be placed on file.

3. That requisitions be made upon the Civil Service Commission for one coal passer, one fireman, one janitress and one marble cleaner, to fill places made vacant by resignations or leaves of absence.

4. That a requisition be made upon the Civil Service Commission for four pages, to fill vacancies created by the resignation of nine pages, whenever in the opinion of the Librarian the needs of the service demand this.

Respectfully submitted,

JOHN W. ECKHART,

JACOB FRANKS,

Committee on Administration.

Chicago, Nov. 13, 1902.

Director Bowers moved that the report be adopted and that the recommendations contained therein be concurred in.

Carried.

Director Eckhart presented a commu-

nication from His Honor Mayor Harrison, making some inquiry as to what action the Board had taken in regard to the complaints made to it by Mr. W. D. Morton of unfair treatment on the part of employes of the Board.

Director Bowers moved that the Librarian be authorized to reply to the communication of the Mayor, giving the information desired.

Carried.

COMMITTEE ON DELIVERY STATIONS.

Director Bowers, Chairman of the Committee on Delivery Stations, presented the following bills, examined and approved by the Committee, and moved that they be ordered paid:

Carried.

Yeas—Directors Brosseau, Franks, Bowers, Eckhart, Heldmann, Lowe and the President—7.

Nays—None.

Isaac Shillington, boarding seven horses, one month.....	\$140.00
George Bennett, shoeing horses, month	15.50
	\$155.50

COMMITTEE ON FINANCE.

Director Lowe, for the Committee on Finance, in the absence of a majority of the committee, moved that the busi-

ness in its hands be taken up and be transacted by the Board.

Carried.

Director Lowe presented the following report from the International Audit Company upon services in auditing the books and accounts of the Public Library for the months of June, July and August, 1902, and moved that it be received and be printed and filed.

Carried.

Chicago, Nov. 12th, 1902.

To the President and Board of Directors, Chicago Public Library, Chicago.

GENTLEMEN:—We have audited the books and accounts of the Chicago Public Library for the three months ending 31st August, 1902.

We have pleasure in reporting that we find the books and accounts to be correct and in good order.

We present the following statements, all of which we certify to be correct.

1. Ledger Balances, 31st August, 1902.

2. Statement of Quarterly Receipts and Expenditures of the Public Library Fund from 31st May, 1902, to 31st August, 1902.

3. Statement of Cash Receipts and Expenditures for months of June, July and August, 1902.

Yours Faithfully,

THE INTERNATIONAL AUDIT COMPANY,

By JOHN McLAREN,

President.

STATEMENT OF RECEIPTS AND EXPENDITURES.

Public Library Fund, Three Months Ending August 31, 1902.

RECEIPTS.

To balance Public Library Fund, May 31, 1902.....	\$316,188.64
To Miscellaneous receipts for quarter.....	2,310.43
	\$318,499.07

EXPENDITURES.

By books	\$2,490.18
By newspapers and periodicals	401.03
By binding.....	943.31
By books lost and paid for—refunds.....	26.75
By finding lists	73.38
By freight and expressage.....	53.81
By postage	145.25
Delivery stations	1,105.86

November 18,]

35

[1902.

By branch reading rooms.....	1,100.51	
By salaries—		
Main Library	\$20,961.13	
Branch reading rooms.....	1,350.00	
Delivery stations	2,666.86—	24,977.99
By miscellaneous expense		508.80
By printing and stationery		285.47
By fuel		865.68
By heating and generating plant		74.40
By electric supplies and repairs.....		611.47
By repairs, alterations, etc.....		50.40
By elevator supplies and repairs.....		34.56
By janitors' expense.....		31.26
By furniture and fixtures		690.00
By insurance		78.05
Total expenditures for quarter.....		\$34,548.16
Balance of Library Fund		\$283,950.91
Amount charged to Comptroller—		
Fund of 1879 (unavailable).....		\$23,534.44
Fund of 1902		283,950.91
		\$307,485.35

LEDGER BALANCES.

August 31, 1902.

DEBIT.

Due by Comptroller	\$307,485.35
Mortgage loans	12,000.00
Cash	4,135.72
	\$323,621.07

CREDIT.

Public Library Fund:	
Fund of 1879 and prior years.....	\$23,534.44
Fund of 1902	283,950.91—
W. H. Ryder fund	10,000.00
W. H. Ryder fund, interest.....	1,904.39
Jerome Beecher fund.....	2,000.00
Jerome Beecher fund, interest.....	958.74
Security deposits	662.75
Special deposits.....	200.00
Incidental fund	409.84
	\$323,621.07

CASH RECEIPTS AND EXPENDITURES.

June, July and August, 1902.

	June.	July.	August.
To cash at close of previous month.....	\$3,594.91	\$3,770.02	\$3,871.59
To Comptroller for incidental fund.....	328.76	169.65	235.97
To miscellaneous receipts		42.20	
To finding lists	86.26	28.93	40.61
To books lost and paid for.....	40.50	59.40	38.60
To deposits	99.00	76.50	95.50
To fines	674.80	672.04	572.59
To duplicates	44.50	10.00	
To W. H. Ryder interest fund.....		136.65	125.32
To Jerome Beecher interest fund.....		13.24	
	\$4,868.73	\$4,978.63	\$4,980.18
By Comptroller	\$846.06	\$812.57	\$651.80
By books	22.50	50.15	
By newspapers and periodicals.....	52.98	33.55	
By binding	7.84		2.93
By books lost and paid for—refunds	8.60	12.00	6.15
By freight and expressage	15.28	21.53	17.00
By delivery stations	11.02	7.49	2.50
By branch reading rooms	3.98	9.28	
By miscellaneous expense	10.42	11.71	6.25
By postage	25.25	70.00	50.00
By printing and stationery	10.39	2.20	3.50

By heating and generating plant	.64	8.34	1.58
By electric supplies and repairs.....	.75	5.52	.25
By janitors' expense		4.20	
By deposits repaid	83.00	58.50	102.50
By balance at close of month	3,770.02	3,871.59	4,135.72
	<u>\$4,868.73</u>	<u>\$4,978.63</u>	<u>\$4,980.18</u>

SUMMARY OF BALANCE.

	June.	July.	August.
W. H. Ryder fund	\$10,000.00	\$10,000.00	\$10,000.00
Jerome Beecher fund	2,000.00	2,000.00	2,000.00
W. H. Ryder fund—interest.....	1,642.42	1,779.07	1,904.39
Jerome Beecher fund—interest.....	945.50	958.74	958.74
Incidental fund	330.35	264.03	409.84
Security deposits	651.75	669.75	662.75
Special deposits	200.00	200.00	200.00
	<u>\$15,770.02</u>	<u>\$15,871.59</u>	<u>\$16,135.72</u>
Deduct—			
Mortgage loans—			
Ryder and Beecher funds invested.....	12,000.00	12,000.00	12,000.00
	<u>\$3,770.02</u>	<u>\$3,871.59</u>	<u>\$4,135.72</u>

Director Lowe also presented the bill of the International Audit Company for \$25.00 for auditing the books and accounts in accordance with the above report, and moved that it be paid.

Carried.

The President stated that in view of the fact that Director Plamondon, Chairman of the Committee on Finance, had been appointed on the School Board, and would in consequence retire from the Library Board, and in the further view that Director Meeker, a member of that Committee, is seldom present at committee meetings, in order that this committee may take up certain business and questions of finance referred to it, he would appoint as additional members of it, Directors Eckart and Franks, and make Director Lowe, Chairman.

COMMITTEE ON BUILDINGS AND GROUNDS.

Director Franks, Chairman of the Committee on Buildings and Grounds, reported back the communication of R. W. Hosmer & Company in which that company requests the Board not to hold it responsible for breaks in the corners of the plate glass windows in the Library Building, and on behalf of the committee moved that the communication be filed.

Carried.

Director Franks also presented the following bills, examined and approved by the committee, and moved that they be ordered paid.

Carried.

Yeas—Directors Brosseau, Franks, Bowers, Eckhart, Heldemann, Lowe and the President—7.

Nays—None.

Carr Bros, rent, Hyde Park reading room.....	\$50.00
Nicholas Bedessem, rent, North Avenue reading room	55.00
Geo. R. Nichols, rent, etc., Blue Island Avenue reading room	55.00
Chas. G. Haddock, rent, West Madison Street reading room	60.00
Frederick Herhold, rent, etc., Milwaukee Avenue reading room	60.00
Maurice Dunne, rent, etc., State Street reading room	62.50
The People's Gas Light & Coke Co., gas.....	20.20
Ogden Gas Co., gas.....	8.55
John T. Connery, coal	352.65
King's Model Laundry Co., laundry work.....	25.17
J. F. McGuire, sprinkling streets	30.00

Wisconsin Lakes Ice Co., ice.....	14.90
Wm. Dilley, mop wringers	7.50
Jas. S. Kirk & Co., soft soap	22.08
McMaster-Davis Supply Co., rope packing, etc.....	10.28
Crane Co., die, brass unions, etc.....	5.71
Gallagher & Speck, labor, etc.....	11.70
Bartell Bros., oil	8.20
Pellet & Hunter, insurance	25.50
Welsbach Co., mantles.....	10.80
E. Baggot, labor, etc.....	21.80
W. B. Wickersham, Secretary, cash expenditures for October, 1902.....	30.62
	\$948.16

NEW BUSINESS.

Director Brosseau moved that when the Board should adjourn it should adjourn until Tuesday, the 25th inst., at 4 o'clock p. m.

Carried.

Director Eckhart stated that some weeks ago Haskins & Sells, the firm of accountants that contracted with the city to introduce a uniform system of accounting into the various city departments, sent a representative to the Library to go through its different departments for the purpose of ascertaining what, if any, changes could be made

which would simplify the work or reduce the expenses of the Library; that at the time there was some difference of opinion in the Board concerning such examination, and the matter was dropped. He moved that the question of having this examination completed for the purpose of obtaining a report upon the same, be referred to the Committee on Administration.

Carried.

On motion of Director Bowers, the Board adjourned.

W. B. WICKERSHAM,
Secretary.

REPORT OF LIBRARIAN FOR OCTOBER, 1902.

CIRCULATION OF BOOKS.

The number of books taken from the Library for home use during the month of October was 103,574, against 146,378 for the corresponding month of the previous year. The circulating department was open on 27 week days. The daily average week day circulation was 3,836.

REFERENCE ROOM.

	1902	1901
Number of recorded visitors.....	8,161	8,418
Books issued from stacks.....	23,520	22,897

No record was kept of the number of visitors who consulted the books on the open shelves.

PATENTS AND PUBLIC DOCUMENTS.

	1902	1901
Number of visitors	1,639	1,827
Volumes consulted	7,532	8,223

BOUND NEWSPAPERS AND BOOKS FOR THE BLIND.

Visitors, 226. Bound newspapers consulted, 309. Books for the blind circulated, 95.

READING ROOM.

Periodicals issued at counter, 8,005. No record kept of use of periodicals and newspapers on open stands and racks. Mean attendance per hour, 213. Average maximum attendance per hour, 275.

BRANCH READING ROOMS.

	No. 1.	No. 2.	No. 3.	No. 4.	No. 5.	No. 6.
Number of visitors.....	2,208	2,939	2,799	1,750	2,521	3,177
Periodicals issued.....	1,280	1,648	2,478	2,282	3,115	2,893
Books issued.....	1,199	2,242	1,338	1,433	891	1,496
Average Sunday visitors.....	49	86	70	42	74	127
Women visitors.....	96	547	303	704	177	560

DELIVERY STATIONS.

The number of books issued from 68 delivery stations was 54,583 against 97,058 from 65 stations for the same month of the preceding year.

REGISTRATION.

The number of cards issued on new registrations and re-registrations was 3,545, of which 1,741 were issued to males, and 1,804 to females. The registration of October, 1901, was 4,461. The number of two-year cards outstanding is 73,806.

BINDING DEPARTMENT.

Number of books at binderies October 1, 1902	446
Number of books sent to binderies in October	1,508
Total number of books at binderies in October	1,949
Number of books received from binderies in October.....	442
Number of books at binderies November 1, 1902	1,507
Number of books repaired in Library in October.....	5,131

GROWTH OF THE LIBRARY.

The total number of volumes in the Library on Oct. 31, 1902, was 280,956. Received since June 1, 1901, 2,514; since Oct. 1, 653. Books worn out and condemned since June 1, 1,062; since Oct. 1, 407. Books lost and paid for since June 1, 214; since Oct. 1, 42. Books found and money refunded since June 1, 32; since Oct. 1, 5.

Chicago, November 13, 1902.

FRED'K H. HILD,
Librarian.

BOARD OF DIRECTORS
OF THE
CHICAGO PUBLIC LIBRARY.

ADJOURNED SPECIAL MEETING.

CHICAGO, TUESDAY, NOVEMBER 25, 1902.

OFFICIAL RECORD.

The Board met according to adjournment, at 4 o'clock p. m.

There were present the Vice-President, Director Brosseau in the chair and Directors Bowers, Eckhart, Heldmann and Lowe.

Absent—Directors Franks, Plamondon, Meeker and the President.

MINUTES.

On motion of Director Bowers the approval of the minutes of the special meeting held November 18th inst., was postponed.

COMMUNICATIONS.

The following communication was received from Messrs. R. W. Hosmer & Co.:

Chicago, Nov. 20, 1902.

W. B. Wickersham, Esq., Sec'y Board of Directors Chicago Public Library.

DEAR SIR:—We beg to acknowledge receipt of your esteemed favor of the 19th inst., saying "that our communication of October 1st, relative to small breaks in glass had been put on file." We beg to call your attention to the first condition of the policy, which is "that such breakages shall be the result of accident or the act of other parties,

and due to causes beyond the control of the assured." We have found that most of the breaks are due to defective setting, and in our opinion the removal of this cause is not beyond the power of the assured, nor beyond their control. At any rate, we are clearly of the opinion that we are not liable for breaks from such cause, and shall not recognize claims for breaks caused by such reason, and we give you this notice so that if you are not willing to accept our interpretation that you may cancel our policy.

Yours very truly,

R. W. HOSMER & Co.,

Agents for Central Accident Ins. Co.

Referred to the Committee on Buildings and Grounds.

Communications were also received, From Rhoda M. Roberts, corresponding secretary of the League of Cook County Clubs, transmitting a request "that the reference department of the Public Library be kept open after 6:30 p. m."

Referred to the Committee on Administration.

From Andrew J. Davlin, superintendent of the branch reading room at 510 West Madison street, praying for an extension of his present leave of ab-

sence from two months to six months. A physician's certificate of Mr. Davlin's inability to return at present, accompanied the petition.

Director Eckhart moved that the petition be granted.

Carried.

From G. C. Osby, a page, tendering his resignation as an employé of the Board.

On motion of Director Bowers, the resignation was accepted.

COMMITTEE ON FINANCE.

Director Lowe, Chairman of the Committee, presented the following report:

To the President and Board of Directors, Chicago Public Library.

GENTLEMEN:—Your Committee on Finance begs to report as follows upon matters coming under its supervision:

Your Committee has had before it the following statement of the financial condition of the Library, some items of which are necessarily estimated, but all of which have been approved by the Deputy City Comptroller:

LIBRARY FUND, 1902.

RECEIPTS.

Balance, Jan. 1, 1902	\$219.63
Appropriation, 1902	433,219.63
Miscellaneous receipts, 10 months	8,119.01
Miscellaneous receipts, Nov. and Dec. (estimated).....	1,300.00
	<u>\$442,858.27</u>

EXPENDITURES.

Vouchers audited by Board	168,703.28
Balance appropriation, Nov. 1, 1902.....	<u>\$274,154.99</u>

ESTIMATED EXPENDITURES AND REDUCTIONS.

November and December, 1902.

Salaries and miscellaneous expenses.....	\$21,000.00
Interest on time warrants	12,738.00
Reduction under "Juul Law" (estimated 27 per cent.).....	116,969.00
Loss and cost of collection, taxes of 1901	15,750.00
Total estimated expenditures, etc.....	<u>\$166,457.00</u>
Estimated balance of appropriation.....	<u>\$107,697.99</u>

Should the net appropriation be less than the above, this balance will be correspondingly smaller.

FUNDS AVAILABLE FROM APPROPRIATION FOR CURRENT YEAR.

Taking a conservative view of the probable assessment for the current year, and estimating the appropriation at \$400,000.00 instead of \$433,219.63, according to the Comptroller's statement of September 3, 1902, the Library is entitled to sell time warrants amounting to

.....	\$219,000.00
Sold to date	160,000.00

Balance which may be sold	\$59,000.00
Add miscellaneous receipts and balance from last year	9,638.64

\$68,638.64

Cash expenditures to be met before Jan. 1, 1903:

Salaries and miscellaneous expenses, two months	\$21,000
Unpaid vouchers in Comptroller's office.....	1,962
Interest on 1901 time warrants.....	12,738
County Collector's fees (estimated).....	1,400
	<u>\$37,100.00</u>

Balance, Jan. 1, 1903	<u>\$31,538.64</u>
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Should the total assessed valuation for the current year be increased by the State Board of Equalization to \$433,219.630, thus giving the Library Board its full appropriation of \$433,219.63, there will be \$18,187.00 to be added to the above, making the balance available, January 1, 1903, \$49,725.64.

All of which is respectfully submitted.

JOHN W. LOWE,
JOHN W. ECKHART,
Committee on Finance.

Chicago, Nov. 25, 1902.

Director Bowers moved that the report be received and adopted and be filed and printed.

Carried.

COMMITTEE ON LIBRARY.

Director Heldmann, for the Committee, reported back the lists of periodicals and newspapers for 1903, submitted to the Board at last meeting, and stated that the Committee would recommend that the lists be now ordered; they being substantially the same as last year.

Director Heldmann moved that the recommendation be concurred in and that the lists be ordered as follows:

American, from Kenyon News and Postal Sub'n Co., estimated	\$1,614.50
British and Misc. foreign from B. F. Stevens & Brown, estimated	1,340.00
French, German and Misc. foreign from G. E. Stechert, estimated	995.00
American, Popular, from Chas. MacDonald & Co., estimated	425.00
Miscellaneous	105.00

Total estimated cost \$4,479.50

The motion prevailed as follows:

Yeas—Directors Bowers, Eckhart, Heldmann, Lowe and the chair—5.

Nays—None.

Director Heldmann also recommended on behalf of the Committee that 4,050 books scheduled for binding, but held until the finances of the Library should warrant the Librarian in having them rebound, be now sent to the bindery, the estimated cost being \$1,500.

Director Eckhart moved that the rec-

ommendation of the Committee be concurred in.

Carried.

Yeas—Directors Bowers, Eckhart, Heldmann, Lowe and the chair—5.

Nays—None.

COMMITTEE ON ADMINISTRATION.

Director Eckhart, Chairman of the Committee, stated that on account of the completion of most of the enforced vacations, it was possible now to open the art room without additional cost for help, and moved that the Librarian be authorized to open the art room to the public.

Carried.

COMMITTEE ON DELIVERY STATIONS.

Director Bowers, Chairman of the Committee, stated that for the protection of the drivers of the delivery wagons during the winter, the wagons should be equipped with glass storm fronts with side curtains, and that the Committee had received a proposal from Wayman & Murphy, the builders of the wagons, to make and put in place storm fronts with wood frames and double thick glass and side curtains, painted complete for \$10 per wagon.

The matter not having been before the Committee in time for united action, by consent it was taken from their hands and brought before the open Board.

Director Eckhart moved that the proposition of Wayman & Murphy be accepted and that storm fronts be placed on three of the wagons at once.

Carried.

SPECIAL COMMITTEES.

The President transmitted to the Board the following report of Director Lowe upon the question of contributing

toward the expense of holding the second annual conference of the Cook County Improvement Societies at the Art Institute, Saturday, November 22, 1902:

F. S. Peabody, Esq., President Chicago Library, Chicago.

DEAR SIR:—In reference to letter from Charles Zueblin, Esq., which I herewith attach, and which was referred to me for investigation, would state I have carefully investigated same and am unable to ascertain any possible reason why this matter should be taken up by the Public Library Board as a body. The object of the League, however, is a most worthy one, and in my opinion is worthy of such attention as the members of our Board, as individuals, are willing to give it.

Very respectfully yours,
JOHN W. LOWE.

On motion of Director Bowers, the report was received and ordered to be filed.

Director Heldmann, whom the President appointed at last meeting to represent the Board as a delegate to the second annual conference of the Cook County Improvement Societies, to be held at the Art Institute on Saturday last reported, informally, that he had been unable to attend.

REPORT OF OFFICERS.

The President, through the Secretary, reported that the resignation of Director Meeker as a member of the Committee on Finance had been received and accepted by him, leaving that committee composed of Directors Lowe, Eckhart and Franks.

On motion of Director Lowe, the Board adjourned.

W. B. WICKERSHAM,
Secretary.

BOARD OF DIRECTORS
OF THE
CHICAGO PUBLIC LIBRARY.

REGULAR MEETING.

CHICAGO, THURSDAY, DECEMBER 11, 1902.

OFFICIAL RECORD.

There were present the Vice-President, Director Brosseau in the chair, and Directors Frank, Bowers, Eckhart, Heldmann and Lowe.

Absent—Directors Meeker, Shields and the President.

MINUTES APPROVED.

Director Bowers moved that the minutes of the regular meeting of November 13, and of the special meeting of November 18, and of the adjourned special meeting of November 25, 1902, be approved as recorded and printed, without being read.

Carried.

COMMUNICATIONS.

The following communication was received from the City Clerk:

Chicago, Dec. 9, 1902.

Mr. W. B. Wickersham, Secretary Library Board:

DEAR SIR:—I have the honor to inform you that on November 17, 1902, his honor, the Mayor, appointed Mr. Michael Shields as a member of the Library Board to succeed Mr. Charles A. Plamondon, which appointment was concurred in by the City Council. Mr. Shields

has since called at this office and qualified.

Yours respectfully,
WM. LOEFFLER,
City Clerk.

Ordered to be filed.

The chair stated that his honor the Mayor, had appointed Director Plamondon as a member of the Board of Education.

Communications and petitions were also received as follows:

From sundry citizens, patrons of the delivery stations, praying the Board to resume a daily delivery of books to the stations.

Referred to the Committee on Delivery Stations.

From Emma C. Baker, Secretary of the Wednesday Study Club of Englewood, praying the Board on behalf of that club to open the reading and reference rooms in the evening.

Referred to the Committee on Administration.

COMMITTEE ON LIBRARY.

Director Heldmann, for the Committee, presented a list of current American

books, comprising 200 volumes, estimated to cost \$250, agreed upon by the Committee, and moved that the books be purchased.

Carried.

Yeas—Directors Franks, Bowers, Eckhart, Heldmann, Lowe and the Chair—6.

Nays—None.

Director Heldmann also presented a list of miscellaneous books and periodicals, mostly continuations, to cost \$61.67 and moved that the list be ordered purchased and be paid for from the incidental fund.

Carried.

He also presented the Librarian's report for the month of November, 1902, and it was ordered to be printed and filed.

Also, the following bills audited and approved and moved that they be ordered paid.

Carried.

Yeas—Directors Franks, Bowers, Eckhart, Heldmann, Lowe and the Chair—6.

Nays—None.

A. C. McClurg & Co., books	\$ 165.93
Joseph Flucke, binding	225.49
Kenyon News & Postal Sub'n. Co., sub. for periodicals for 1903.....	1,627.34
N. B. Barlow Printing Co., printing minutes, etc.....	64.00
The Unger Printing Co., printing cards.	7.60
Bradner Smith & Co., wrapping paper, etc.....	5.80
W. D. Messinger & Co., Manilla paper..	26.43
Cameron, Amberg & Co., cutting and blocking paper	17.60
Geo. E. Cole & Co., miscellaneous stationery	8.25
The Hammond Typewriter Co., one Hammond typewriter	85.00
W. B. Wickersham, Sec'y, cash expenditures for November, 1902.....	100.64

\$2,334.08

COMMITTEE ON ADMINISTRATION.

Director Eckhart, Chairman of the Committee, presented the following report:

To the President and Board of Directors, Chicago Public Library.

Gentlemen:—Your Committee on Administration, having had under consideration various matters pertaining to the Library service, begs leave to make the following recommendations:

1. That Maurice Horwits, a page in the stack rooms, be suspended from the service for one month with loss of pay, for withholding new books from circulation by keeping the same in his locker at the Library without having them properly charged upon Library cards.

2. That Mrs. Mary J. Smith, janitress, be granted a leave of absence of three months from November 1, 1902, on account of ill health.

3. That a requisition be made upon the Civil Service Commission for one door-man, to fill the vacancy created by the death of Lewis H. Buckbee.

4. That a requisition be made upon the Civil Service Commission for one coal passer, to fill a vacancy in the engineer's department.

All of which is respectfully submitted.

JOHN W. ECKHART,
JACOB FRANKS.

Committee on Administration.

Chicago, Dec. 11, 1902.

Director Bowers moved that the report be adopted and that the recommendations contained therein be concurred in.

Carried.

COMMITTEE ON DELIVERY STATIONS.

Director Bowers, Chairman of the Committee, presented the following report:

To the President and Board of Directors, Chicago Public Library.

Gentlemen:—Your Committee on Delivery Stations begs leave to report back the following petitions and requests for the opening of delivery stations and rec-

ommends that they be placed on file:

Letter from Chas. J. Vopicka relative to station No. 4, West.

Letter from Stephen J. Sheehan requesting that a station be established at 1050 E. Garfield boulevard.

Petition for a station at Ogden avenue and Polk street.

Petition for a station at 1067 N. 43rd avenue.

Your Committee having received a number of letters and petitions praying that the daily delivery of books be restored between the main Library and the delivery stations, as it existed prior to May 1st last, has given the same consideration.

Your Committee believes that the delivery service can be restored so as to make one delivery a day to all the stations at the following cost:

Permanent Equipment—	
Six horses, at \$175 each.....	\$700.00
Storm fronts on two wagons.....	20.00
Miscellaneous supplies	30.00—\$750.00
Monthly Expense—	
Six pages, at \$33.33.....	\$200.00
Two drivers, at \$50.....	100.00
Boarding 4 horses, at \$20.....	80.00
Shoeing 4 horses, at \$2.....	8.00—\$388.00
Delivery station keepers, additional salaries	\$430.00
Additional cost outside expressage	24.00—\$454.00
	\$842.00

Your Committee recommends that the delivery station service be restored to its former efficiency by a daily delivery of books at as early a day as may be expedient.

All of which is respectfully submitted.

J. F. BOWERS,
Z. P. BROSSÉAU,
JOHN W. LOWE.

Committee on Delivery Stations.
Chicago, Dec. 11, 1902.

Director Bowers moved that the report be adopted.

Carried.

Director Bowers also presented the following bills audited and approved and moved that they be ordered paid:

Carried.

Yeas—Directors Franks, Bowers, Eckhart, Heldmann, Lowe and the Chair—6.

Nays—None.

Geo. Bennet, shoeing horses	\$ 14.00
Isaac Shillington, boarding 7 horses for November, 1902	140.00
	\$154.00

COMMITTEE ON BUILDINGS AND GROUNDS.

Director Franks, Chairman of the Committee, presented the communication of R. W. Hosmer & Co., referred to it at last meeting, and stated that in the opinion of the Committee the Board is fully warranted in expecting this company to make good any breaks from whatever cause that may occur to the plate glass windows of the Library building.

He moved that the Secretary be requested to make a demand upon R. W. Hosmer & Co., to immediately replace all lights that have been broken since their policy went into effect and which have not been already replaced, and that their communication of November 20, 1902, be filed.

Carried.

Director Franks also presented the following bills audited and approved and moved that they be ordered paid.

Carried.

Yeas—Directors Franks, Bowers, Eckhart, Heldmann, Lowe and the Chair—6.

Nays—None.

Carr Bros., rent Hyde Park reading room.....	\$ 50.00
Nicholas Bedessem, rent, etc., North Av. reading room	55.00
Geo. R. Nichols, rent, etc., Blue Island Av. reading room	55.00
Frederick Herhold, rent, Milwaukee Av. reading room	60.00
Chas. G. Haddock, rent, West Madison St. reading room	60.00
Maurice Dunne, rent, etc., State street reading room	62.50

The People's Gas Light & Coke Co., gas.	24.40
Ogden Gas Co., gas	5.47
Welsbach Co., mantles	10.80
John T. Connery, coal	278.24
Wisconsin Lakes Ice Co., ice	11.94
H. R. Eagle & Co., ivory soap.....	7.50
Bullard & Gormley Co., misc. hardware..	6.35
Patrick J. Riley, removing ashes	10.86
Bartell Bros., oil	7.45
Dearborn Drug & Chemical Works, oil...	48.74
Crane Co., ells, dies, etc.....	15.21
John Mohr & Sons, tube hole plates, with bolts, etc.....	17.50
Crosby Steam Gage & Valve Co.....	5.95
Wm. Dille, misc. brooms	6.88
J. L. Mott Iron Works, washers, etc.....	22.15
W. B. Wickersham, Sec'y, cash expenditures for November, 1902.....	23.12

\$845.06

COMMITTEE ON FINANCE.

Director Lowe, Chairman of the Committee, presented a copy of the proceedings of the City Council of Chicago for December 8, 1902, from which the Secretary read the following order:

"Whereas, The City Treasurer holds in his hands the sum of \$6,441.94 of taxes of 1900, being the proportion due the Public Library from a sum paid over by certain public service corporations as additional taxes payable for the year 1900;

"Ordered, That the City Treasurer place to the credit of the Public Library fund the amount of \$6,441.04, being the

proportion due the Public Library of additional taxes for the year 1900, paid over to the City Treasurer by certain public service corporations operating within the City of Chicago.

"Which was on motion duly passed by yeas and nays."

Director Lowe then offered the following resolution:

"Whereas, The City Treasurer has received from the County Collector and by order of the City Council, December 8, 1902, has placed to the credit of the Library Fund \$6,441.94, being the Library's share of certain taxes of 1900, paid to said County Collector by certain corporations on the 10th day of July, 1902, and

"Whereas, The City Comptroller requests this Board to authorize him to place this sum to the credit of the taxes of 1901,

"Therefore Resolved, That the City Comptroller be and he is hereby authorized to place the sum of \$6,441.94, aforesaid, to the credit of the taxes of 1901, in accordance with his request."

Director Franks moved that when the Board should adjourn it should adjourn to meet on Saturday, December 20th inst, at one o'clock p. m., sharp.

Carried:

On motion of Director Bowers, the Board adjourned.

W. B. WICKERSHAM,

Secretary.

REPORT OF LIBRARIAN FOR NOVEMBER, 1902.

CIRCULATION OF BOOKS.

The number of books taken from the Library for home use during the month of November was 95,800, against 147,903 for the corresponding month of the previous year. The circulating department was open on 23 week days. The daily average week day circulation was 4,165.

REFERENCE ROOM.

	1902	1901
Number of recorded visitors.....	7,944	11,147
Books issued from stacks.....	21,881	30,898

No record was kept of the number of visitors who consulted the books on the open shelves.

PATENTS AND PUBLIC DOCUMENTS.

	1902	1901
Number of visitors	1,514	1,711
Volumes consulted	7,064	7,910

BOUND NEWSPAPERS AND BOOKS FOR THE BLIND.

Visitors, 167. Bound newspapers consulted, 250. Books for the blind circulated, 70.

READING ROOM.

Periodicals issued at counter, 8,343. No record kept of use of periodicals and newspapers on open stands and racks. Mean attendance per hour, 247. Average maximum attendance per hour, 325.

BRANCH READING ROOMS.

	No. 1.	No. 2.	No. 3.	No. 4.	No. 5.	No. 6.
Number of visitors.....	2,565	2,428	2,815	1,748	2,717	3,135
Periodicals issued.....	1,388	1,808	2,405	2,333	3,332	2,783
Books issued	1,390	1,246	1,383	1,263	877	1,421
Average Sunday visitors	62	74	83	47	100	119
Women visitors.....	110	328	328	610	199	547

DELIVERY STATIONS.

The number of books issued from 68 delivery stations was 49,604 against 96,840 from 67 stations for the same month of the preceding year.

REGISTRATION.

The number of cards issued on new registrations and re-registrations was 3,179, of which 1,681 were issued to males, and 1,498 to females. The registration of November, 1901, was 4,291. The number of two-year cards outstanding is 72,575.

BINDING DEPARTMENT.

Number of books at binderies November 1, 1902	1,507
Number of books sent to binderies in November	1,792
Total number of books at binderies in November	3,299
Number of books received from binderies in November.....	627
Number of books at binderies November 30, 1902	2,672
Number of books repaired in Library in November.....	5,527

GROWTH OF THE LIBRARY.

The total number of volumes in the Library on Nov. 30, 1902, was 280,969. Received since June 1, 1901, 2,800; since Nov. 1, 286. Books worn out and condemned since June 1, 1,305; since Nov. 1, 243. Books lost and paid for since June 1, 251; since Nov. 1, 37. Books found and money refunded since June 1, 39; since Nov. 1, 7.

Chicago, December 11, 1902.

FRED'K H. HILD,
Librarian.

December 11,]

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[1902.

BOARD OF DIRECTORS
OF THE
CHICAGO PUBLIC LIBRARY.

ADJOURNED REGULAR MEETING.

CHICAGO, SATURDAY, DECEMBER 20, 1902.

OFFICIAL RECORD.

The Board met according to adjournment at 1 o'clock p. m.

There were present the President, Director Peabody in the chair, and Directors Brosseau, Franks, Bowers, Eckhart, Heldmann and Lowe.

Absent — Directors Meeker and Shields.

UNFINISHED BUSINESS.

The President stated that he had taken the name of Director Bowers from the Committee on Buildings and Grounds and placed it on the Committee on Administration and had placed Director Shields' name on the Committee on Buildings and Grounds in place of Director Bowers, and on the Committee on By-Laws in place of Director Lowe, so that the standing committees as arranged at present are as follows:

Library: Brosseau, Meeker and Heldmann.

Administration: Eckhart, Franks and Bowers.

Delivery Stations: Bowers, Brosseau and Lowe.

Buildings and Grounds: Franks, Eckhart and Shields.

Finance: Lowe, Eckhart and Franks.

By-Laws: Meeker, Heldmann and Shields.

COMMITTEE ON FINANCE.

Director Lowe, Chairman of the Committee, presented the following report:

To the President and Board of Directors, Chicago Public Library.

Gentlemen:—Your Committee on Finance begs leave to report back the communication of Deputy Comptroller Hubbell, referred to it November 18th last, requesting that the estimates of expenditure for the Public Library for the year 1903 be transmitted to the Finance Department, and having had the matter under consideration recommends that the City Council be requested to appropriate for the maintenance of the Public Library for the year 1903 the sum of \$450,000.00, to be distributed among the various accounts as follows:

Salaries main Library.....	\$185,000
Salaries branch reading rooms....	14,580
Salaries delivery stations.....	22,000
Delivery stations, misc.....	9,400
Branch reading rooms, misc.....	7,000
Books	34,000
Binding	20,200
Finding lists	4,080
Printing and stationery.....	4,100
Newspapers and periodicals.....	7,400
Miscellaneous expense	5,480
Fuel	13,800
Heating and generating plant....	3,500
Electrical supplies and repairs....	3,500
Elevator supplies and repairs....	1,500
Janitors expense	1,500
Furniture and fixtures.....	7,600
Insurance	6,000
Freight and expressage.....	800
Postage	1,000
Books lost and paid for—refunds..	300
Repairs, alterations and improve-	
ments.....	50,000
Interest	10,000
Loss and cost tax collection.....	21,750
Blackstone Branch	15,510

\$450,000

Your Committee would call the attention of the Board to the last item in the above schedule and states that the architects of the Blackstone Branch Library building has informed the officers of the Board that the building will be ready for occupancy on the first day of July next. It therefore becomes necessary to make an appropriation for the purchase of books and the maintenance of the branch library for one-half year.

The \$15,510 suggested above is to be distributed as follows:

Books	\$10,000.00
Salaries	2,000.00
Binding	250.00
Finding lists	250.00
Light	1,000.00
Fuel	750.00
Newspapers and periodicals ...	100.00
Printing and stationery	250.00
Postage	25.00
Janitors supplies	75.00
Furniture and fixtures	300.00
Insurance on building, \$50,000,	
and on books, etc., \$15,000, for	
5 years	510.00

\$15,510.00

All of which is respectfully submitted.

JOHN W. LOWE,
JOHN W. ECKHART,
JACOB FRANKS,
Committee on Finance.

Chicago, Dec. 20, 1902.

Director Brosseau moved that the report be approved and that the recommendations contained therein be concurred in.

Carried.

Yeas—Directors Brosseau, Franks, Bowers, Eckhart, Heldmann, Lowe, and the President—7.

Nays—None.

Director Lowe also presented a bill from the City Comptroller for interest on tax warrants on \$200,000, sold in anticipation of the tax levy of 1901, amounting to \$12,765.36, audited and approved and moved that the bill be paid.

Carried.

Yeas—Directors Brosseau, Franks, Bowers, Eckhart, Heldmann, Lowe and the President—7.

Nays—None.

The President presented a statement of the loss and cost of collection of the tax levy of 1901, and it was referred to the Committee on Finance.

NEW BUSINESS.

The President stated that he had had his attention called to the question of making good to the employes the amount of salary lost during the current year on account of the enforced vacation of one month, without pay, required by the Board between May 1st and December 31, 1902.

After some discussion the question was referred to the Committee on Finance for further consideration.

Director Brosseau stated that it was desirable to know at all times the liabilities of the Board on account of books ordered, or contracts entered into and moved that the Secretary be requested to prepare a statement of such

liabilities as of date December 31, 1902, and present it at the next meeting of the Board and to make a similar statement each month thereafter.

Carried.

The question of opening all the departments of the Library on January 1st next, which were closed or partly closed on May 1st last, having been introduced, Director Eckhart moved that the main Library building be opened in the evening and on Sundays and holidays the same hours as before May 1, 1902, and that the Committee

on Administration be authorized to make requisitions upon the Civil Service Commission for such additional attendants as shall be necessary to carry this action into effect.

The motion was lost.

Yeas—Directors Brosseau, Eckhart and the President—3.

Nays—Directors Franks, Bowers, Heldmann and Lowe—4.

On motion of Director Brosseau, the Board adjourned.

W. B. WICKERSHAM,
Secretary.

BOARD OF DIRECTORS OF THE CHICAGO PUBLIC LIBRARY.

REGULAR MEETING.

CHICAGO, THURSDAY, JANUARY 8, 1903.

OFFICIAL RECORD.

There were present, when the Board was called to order, the Vice-President, Director Brosseau in the chair and Directors Franks, Bowers, Eckhart and Lowe.

Absent—Directors Meeker, Heldmann, Shields and the President.

MINUTES APPROVED.

On motion of Director Franks, the minutes of the regular meeting of December 11, and 20, 1902, were approved as recorded and printed, without being read.

COMMUNICATIONS.

The Secretary presented the following communication received by the President from the County Clerk:

“Cook County, Illinois.

“Office of County Clerk.

“Chicago, Jan. 2, 1903.

“Hon. Francis S. Peabody, President Library Board, City of Chicago:

“DEAR SIR:—I have the honor to transmit herewith a certified copy of a letter received by me on December 30, 1902, from L. E. McGann, in which he makes formal demand that the taxes levied for City of Chicago, School and

Library purposes be spread in one column and that I do not, as has been done heretofore, spread the taxes for corporate purposes for City of Chicago, for Library purposes and for School purposes in separate columns.

“In reference to same will state that as the matter is of a legal nature I have submitted said demand to the County Attorney of Cook County, and I expect to receive his opinion thereon shortly.

“As the action demanded concerns and will effect your Board I deem it proper that you be notified of same and adopt this manner of informing you and respectfully request your opinion as soon as possible.

“Very respectfully,

“PETER B. OLSEN,

“County Clerk.”

“City of Chicago,

“Department of Finance;

“Chicago, Dec. 30, 1902.

“Hon. Peter A. Olsen, County Clerk of Cook County:

“DEAR SIR:—As City Comptroller of the City of Chicago, I hereby make formal demand upon you, as County Clerk of Cook County, that in spreading upon the tax books the taxes levied by the City of Chicago in the ordinance that the City Council of said City of

Chicago passed at the meeting of March 18, 1902, you use the rate as made by the total sum levied in said ordinance for all corporate purposes of the City of Chicago, for school purposes of the City of Chicago and for maintaining a public library, as said sum may be reduced under the operation of the act entitled 'An Act concerning the levy and extension of taxes,' approved May 9, 1901, in force July 1, 1901, and that the taxes levied by said ordinance against all property within the City of Chicago, subject to taxation be spread in one column, which shall in each case include in the amount of tax the tax for corporate purposes of the City of Chicago for school purposes and for maintaining a public library, and that you do not as heretofore, separate the tax levied by said ordinance so as to spread the tax for corporate purposes of the City of Chicago in one column, the tax for library purposes in another column and the tax for school purposes in a third column.

"Will you please answer this letter, stating whether or not you accede to the demand made herein?"

"Very respectfully,
"L. E. MCGANN."

Referred to the Committee on Finance.

The Secretary, also, presented the following communication from the City Comptroller:

"City of Chicago,
"Department of Finance.
"William B. Wickersham, Esq., Sec'y,
"Chicago Public Library, Chicago:

"DEAR SIR:—Herewith find copy of a letter of the County Clerk certifying to the valuation and rates in the City of Chicago for the year 1902.

"Very respectfully,
"L. E. MCGANN,
"Comptroller."

"Chicago, Jan. 6, 1903.
"Hon. L. E. McGann, City Comptroller:
"DEAR SIR:—The valuation of all classes of property in the City of Chi-

cago for the year 1902 is \$402,495,131.00, and the rates are as follows:

County of Cook	\$.545
City of Chicago	1.582
Chicago Public Library	.068
Board of Education—	
Educational purposes	1.566
Building purposes	.272
Sanitary District	.341
West Town Bonds	.044
West Park	.854
State taxes	.40

"Respectfully yours,
"PETER B. OLSEN,
"County Clerk."

Ordered to be filed.

Also, the following communication from the Corporation Counsel:

"City of Chicago,
"Office of the Corporation Counsel.
"Chicago, Jan. 2, 1903,
"Wm. B. Wickersham, Esq., Sec'y. of
"Library Board:

"DEAR SIR:—Your letter of October 23rd addressed to the Corporation Counsel has been referred to the undersigned, together with a copy of a letter from Mr. Harry G. Selfridge, dated October 18, 1902, relative to repaving the streets around the Public Library building with asphalt.

"In answer to your question as to whether or not the city will join with the private property owners in paying for the paving of the streets around the Public Library building, by private contract, I beg leave to inform you that the City of Chicago cannot lawfully make this improvement in the manner proposed. No appropriation has heretofore been made for any such purpose, nor is there any appropriation now existing out of which money can be drawn for the city for such a purpose.

"In answer to your inquiry as to what the rights of the Board are in such a case I have the honor to refer you to the opinion in this department, dated January 28, 1902, in which it is held that, since the City Council is by statute authorized to levy a tax for library purposes, to be levied and collected in like manner with the general taxes of the city, and since the general

taxes must, by law, be levied by an ordinance which specifies *in detail* the purpose and the amount of the appropriation, the same rule holds good as to the levy for the Public Library.

"The city is not authorized to enter into any private contract for the construction of any work which creates a liability in excess of five hundred dollars without advertising the work and awarding it to the lowest and best bidder. It would not, therefore, be able to enter into any contract for the paving of the streets about the Public Library, unless said work was duly advertised by the city and awarded to the lowest bidder. This would prevent the city from becoming a party to the making of a contract based upon an award, resulting from bids solicited by private individuals. The Library Board is not a separate municipal corporation, but is a department of the municipality, exercising delegated powers, and ought not to assume to exercise power which the city does not possess. If the city cannot pave the streets by private contract without advertisement and competitive bidding and an award the Board ought not to assume such power. If there be an urgent necessity to pave the streets about the Public Library, a method can be devised for the paving of these streets by special assessment in which an equitable adjustment can be made of the cost of the improvement so that the Public Library Board may pay such a portion thereof as is equitably to be regarded as of benefit to the Library property, and the city can pay as public benefits the portion of the cost of the improvement which represents benefits to the community in general. The ascertainment of this division of the cost can be discussed with the Finance Committee and the Superintendent of Special Assessments, and an equitable arrangement reached, or the work can be done pursuant to an ordinance directing that it be paid for by general taxation and the items inserted in the next appropriation bill of the city and of the Library Board for payment of the relative amounts which may be agreed upon, and the contract

then advertised according to law, and paid for out of the taxes collected during the year 1903.

"Very respectfully,

"EDGAR B. TOLMAN,

"Assistant Attorney Board of Local Improvements."

"Approved:

"Charles M. Walker, Corporation Counsel."

Ordered to be filed.

Also, a communication from Ernest A. Hart and Amby J. Beery, firemen in the employ of the Board, requesting that they be paid overtime for services on holidays and such days as the Library is closed to the public.

Referred to the Committee on Administration.

COMMITTEE ON LIBRARY.

The Librarian, for the Committee, presented the following bills approved by the Committee:

A. C. McClurg & Co., books.....	\$ 252.37
B. F. Stevens & Brown, periodicals and books, £105/17/3 (est.).....	516.60
P. Ringer & Hertzberg, binding	65.75
Joseph Flucke, binding	204.29
George E. Koehler, binding	232.61
N. B. Barlow Printing Co., printing minutes	24.00
A. L. A. Publishing Board, printed catalog cards	17.58
A. L. Little, typewriting ribbons	4.50
City Collector, City of Chicago, street car books, efficiency blanks	5.68
W. B. Wickersham, Sec'y, cash expenditures for December, 1902.....	124.64
	\$1,448.02

Director Franks moved that the bills be ordered paid.

Carried.

Yeas—Directors Franks, Bowers, Eckhart, Lowe and the Chair—5.

Nays—None.

The Librarian, also, presented a schedule of bills for miscellaneous con-

tinuations, etc., amounting to \$90.08, to be paid for out of the incidental fund, and a list of current American books, comprising 114 volumes, estimated to cost \$135.

Director Eckhart moved that the books in the above lists be ordered paid. Carried.

Yeas—Directors Franks, Bowers, Eckhart, Lowe and the Chair—5.

Nays—None.

The Librarian, also, presented his report for December, 1902, and it was ordered to be printed and filed.

COMMITTEE ON ADMINISTRATION.

Director Eckhart, Chairman, on behalf of the Committee, recommended that the requisition for one door-man, passed at the last meeting of the Board, be revoked, and that a requisition be made on the Civil Service Commission for one janitor instead, at a salary of \$540 per annum, and moved that the recommendation be concurred in.

Carried.

COMMITTEE ON DELIVERY STATIONS.

Director Bowers, Chairman, presented the following bills approved by the Committee and moved that they be paid.

Carried.

Yeas—Directors Franks, Bowers, Eckhart, Lowe and the Chair—5.

Nays—None.

Isaac Schillington, boarding horses	\$140.00
George Bennet, shoeing horses	27.00
Wayman & Murphy, fronts for three wagons, repairing wagon, etc.....	41.25
George J. Weidner, collar pads, hitching straps, etc.....	6.80
The Fair, three horse blankets.....	20.25

\$235.30

COMMITTEE ON BUILDINGS AND GROUNDS.

Director Franks, Chairman, presented

the following bills approved by the Committee:

Carr Bros., rent, etc., Hyde Park reading room	\$ 50.00
Geo. R. Nichols, rent, etc., Blue Island Avenue reading room	55.00
Nicholas Bedessem, rent, North Avenue reading room	55.00
Frederick Herhold, rent, etc., Milwaukee Avenue reading room	60.00
Chas. G. Haddock, rent, West Madison Street reading room	60.00
Maurice Dunne, rent, etc., State Street reading room	62.50
The People's Gas Light & Coke Co., gas; two months	54.80
Ogden Gas Co., gas	8.25
Welsbach Co., mantles and chimneys...	4.35
John T. Connery, coal, hard and soft...	654.45
Wisconsin Lakes Ice Co., ice.....	8.52
King's Model Laundry Co., laundry work, two months	41.97
Jas. S. Kirk & Co., soft soap.....	21.96
D. J. Gallagher Mfg. Co., white waste.	7.56
C. Bossenga, removing ashes	10.50
Bartell Bros., oil.....	11.90
Samuel Harris & Co., hardware	4.54
Robert Tarrant, chisels, etc.....	5.20
Gallagher & Speck, tiller rope, etc.....	13.62
W. B. Wickersham, Sec'y, cash expenditures for December, 1902.....	50.52

\$1,240.64

Director Bowers moved that the bills be ordered paid.

Carried.

Yeas—Directors Franks, Bowers, Eckhart, Lowe and the Chair—5.

Nays—None.

Director Heldmann entered the room and took his seat.

Director Franks stated that in answer to the demand upon R. W. Hosmer & Co., to immediately replace all lights that have been broken since their policy went into effect and which have not already been replaced, that company made the following reply:

"Chicago, Dec. 12, 1902.

"W. B. Wickersham, Esq., Secy. Board of Directors, Chicago Public Library:

"DEAR SIR:—We beg to acknowledge your demand on us to replace all broken lights of glass in the Library building reported since May 25th last.

"This is in reply to our communication of Nov. 20th last, in which we called attention to the first condition of the policy, providing 'that such breaks shall be the result of accident or the act of other parties, and due to causes beyond the control of the assured.' We dispute the justice of your demand, and have the firm belief that the cause of breakage is not beyond your control. The (16th) sixteenth condition of the policy provides a way to settle disputes, and your attention is respectfully called thereto.

"We make now, herewith, written request for the arbitration therein provided, and will name for the Central Accident Ins. Co. Mr. A. S. Tyler as such arbitrator. Kindly give to Mr. Tyler, at number 88 Randolph street, the name of the party who will represent you, that they may select the umpire and settle the question at as early a day as possible.

"We remain very respectfully yours,

"R. W. HOSMER & Co.,
"Central Accident Ins. Co."

Director Franks stated that the Committee had been advised that the Board is entirely safe in the stand it has taken that the insurance company is

liable for all breaks which have occurred in lights since the policy went into effect, and moved that the Secretary be directed to notify R. W. Hosmer & Co. that the Committee on Buildings and Grounds has been advised that the Library Board is quite within its rights in demanding the replacing of all plate glass window lights in the Public Library building broken since that company's policy went into effect and not already replaced; that this demand is now formally made and that unless said lights shall be replaced within a reasonable time the Board will place the matter in the hands of its attorney.

The motion prevailed.

COMMITTEE ON FINANCE.

Director Lowe, Chairman, presented the following report:

To the President and Board of Directors, Chicago Public Library:

GENTLEMEN:—Your Committee on Finance, to which was referred at last meeting of the Board the City Comptroller's statements of the revenue of the Public Library in 1902, and of the loss and cost in collection of the Library taxes of 1901, begs leave to submit said statements herewith:

STATEMENT OF THE REVENUE OF PUBLIC LIBRARY REALIZED IN 1902 TO PAY THE LIABILITIES INCURRED AGAINST SAME IN 1901.

Liabilities.	
Anticipation tax warrants of 1901 due in 1902.....	\$200,000.00
Interest on same in 1902 (about).....	13,000.00
	\$213,000.00
Revenue.	
Total cash received from taxes of 1901 and prior—	
1900 and prior	\$ 7,912.56
1901	187,468.35—
Overdraft	\$17,619.09

STATEMENT OF LOSS AND COST IN COLLECTION OF PUBLIC LIBRARY TAXES OF 1901, AS PER REPORT OF COUNTY COLLECTOR, 1902.

Original levy, less deductions by County Clerk....	\$206,019.24
Increase in extension and account elevated railways' tax	4,725.93
Surplus payments	22.43
Total amount to be collected	\$210,767.60

Losses—	
Forfeited to State	\$ 429.05
Judgments refused	311.43
Enjoined	265.19
Appealed	53.68
Errors	226.83
Uncollected personal property	7,087.54
	<u>\$8,373.72</u>
Less amount afterwards paid	141.31—\$8,232.41
Cost—	
County Clerk for extending	\$12,370.22
County Collector's commission (1 per cent.)	1,354.08
Town Collectors' commissions (2 per cent.)	1,342.54—15,066.84
Cash due—	
Town Collectors	65,784.45
County Collector	121,863.90—187,468.35
	<u>\$210,767.60</u> <u>\$210,767.60</u>

TAXES OF 1900 AND PRIOR COLLECTED IN 1902.

Amount certified on warrant 1901	\$32,775.83
Amount collected not certified on warrant of 1901	1,243.32
	<u>\$34,019.15</u>
Total to be collected	
Losses—	
Forfeited to State	\$ 2,742.17
Judgments refused	54.69
Errors	327.91
Uncollected personal property	22,901.89—\$26,026.66
Cost—	
County Collector's commission	79.93
Cash due from County Collector	7,912.56
	<u>\$34,019.15</u> <u>\$34,019.15</u>

In the foregoing statement of revenue realized in 1902, the amount of interest, estimated at \$13,000, was really \$12,765.36; so the exact overdraft was \$17,384.45. This overdraft was met by the miscellaneous receipts of 1902, voted by the Board, amounting to \$9,601.15, and by the use of \$7,783.30 from cash in the treasury to the credit of the Library fund.

In the second statement it will be observed that the County Clerk's fee for extending the taxes of 1901, is \$12,370.22, being \$353.40 more than for the same service the year before.

The total loss and cost of collection of Public Library taxes of 1901 is as follows:

Net loss as per statement of Comptroller above	\$ 3,484.05
Commission of Town Collectors	1,342.54
Commission of County Collector	1,354.08
Cost of extending tax by County Clerk, 12,370.22	

\$18,550.89

Your Committee understands that the efforts of the City Comptroller to have the city tax levy for corporate pur-

poses, the School Board levy and the Library levy for 1902, extended by the County Clerk in one column, so as to reduce the large cost heretofore attending this work, is still in abeyance.

Your Committee would report that the total assessment of real and personal property in the city for the year 1902, as equalized by the State Board of Equalization, is \$402,495.131. This would make the Library tax levy \$402,495, but for the Juul law, which requires a scaling down of 32 per cent., leaving the levy \$273,696.69.

Your Committee cannot at this time give a statement of balances to the credit of the Library fund Jan. 1, 1903, as the miscellaneous expenses for December have yet to be placed upon the books.

All of which is respectfully submitted.

JOHN W. LOWE,
JACOB FRANKS,
JOHN W. ECKHART,
Committee on Finance.

Chicago, Jan. 8, 1903.

On motion, the report was received and ordered to be filed.

Director Eckhart called the attention of the Board to the item in the above report of \$12,370.22 for extending the Library tax levy of 1901, by the County Clerk, and moved that the Committee on Finance be requested to confer with the City Comptroller, and, if thought best with the Board of Education, in regard to having the Library tax levy spread in connection with the city tax levy and that it be authorized to obtain a legal opinion as to the right of the County Clerk to charge \$12,370.22 for extending the Library tax upon his books.

Carried.

REPORT OF OFFICERS.

The Secretary presented the following report:

To the President and Board of Directors, Chicago Public Library:

GENTLEMEN:—In compliance with your request at the last meeting of the Board I beg to state that the estimated liability of the Library Board on December 31, 1902, for books, periodicals, etc., ordered and not received, is as follows:

Books, \$920.00, distributed as follows:

A. C. McClurg & Co.....	\$105.00
Stevens & Brown	345.00
Quaritch	31.00
Terquem	53.00
Harrasowitz	148.00
Miscellaneous	238.00
	<u>\$920.00</u>

During the past five years the Board has expended an average of \$1,511.00 for continuations, such as the publications of learned societies, annual proceedings of scientific and other associations, binding of the British Pat-

ents, etc. The payment of this amount is scattered throughout the year.

The Board's liabilities on account of newspapers and periodicals are as follows:

B. F. Stevens & Brown, British and miscellaneous foreign	\$ 134.00
G. E. Stechert, French, German and miscellaneous foreign	995.00
Chas. MacDonald & Co., American	425.00
Miscellaneous	105.00
	<u>\$2,865.00</u>

This amount is payable throughout the year as the periodicals are delivered, with the exception of the bill for French, German, etc., which is usually presented in February.

RECAPITULATION.

Books ordered, but not received	\$ 795.00
Miscellaneous continuations	1,511.00
Newspapers and periodicals for 1903....	2,865.00

Total

Respectfully submitted,
W. B. WICKERSHAM,
Secretary.

Director Bowers moved that the report be received and be placed on file.
Carried.

NEW BUSINESS.

Director Bowers having called up the question of paying to the employes the amount of salary lost during 1902, on account of an enforced vacation of one month, after some discussion, by consent, the Secretary was requested to prepare for the several committees an estimate of the amount of money required by each to pay the expenses of the Library for the current year 1903, with a view of ascertaining the financial requirements for said year.

On motion of Director Eckhart, the Board adjourned.

W. B. WICKERSHAM,
Secretary.

REPORT OF LIBRARIAN FOR DECEMBER, 1902.

CIRCULATION OF BOOKS.

The number of books taken from the Library for home use during the month of December was 98,641, against 142,614 for the corresponding month of the previous year. The circulating department was open on 26 week days. The daily average week day circulation was 3,794.

REFERENCE ROOM.

	1902	1901
Number of recorded visitors.....	7,530	10,106
Books issued from stacks.....	22,773	29,854

No record was kept of the number of visitors who consulted the books on the open shelves.

ROOM FOR ART BOOKS.

Visitors, 595. Books consulted, 2,062

PATENTS AND PUBLIC DOCUMENTS.

	1902	1901
Number of visitors	1,692	1,843
Volumes consulted	7,990	8,345

BOUND NEWSPAPERS AND BOOKS FOR THE BLIND.

Visitors, 200. Bound newspapers consulted, 282. Books for the blind circulated, 74.

READING ROOM.

Periodicals issued at counter, 9,056. No record kept of use of periodicals and newspapers on open stands and racks. Mean attendance per hour, 280. Average maximum attendance per hour, 374.

BRANCH READING ROOMS.

	No. 1.	No. 2.	No. 3.	No. 4.	No. 5.	No. 6.
Number of visitors.....	2,787	2,533	3,289	1,524	2,989	3,112
Periodicals issued.....	1,393	2,150	2,433	2,497	3,680	2,830
Books issued	1,679	1,124	1,702	1,354	956	1,309
Average Sunday visitors.....	69	82	91	50	107	102
Women visitors.....	97	292	440	573	176	387

DELIVERY STATIONS.

The number of books issued from 68 delivery stations was 53,095 against 95,097 from 67 stations for the same month of the preceding year.

REGISTRATION.

The number of cards issued on new registrations and re-registrations was 2,292, of which 1,352 were issued to males, and 940 to females. The registration of December, 1901, was 3,033. The number of two-year cards outstanding is 71,532.

BINDING DEPARTMENT.

Number of books at binderies December 1, 1902	2,672
Number of books sent to binderies in December	3,460
Total number of books at binderies in December	6,132
Number of books received from binderies in December.....	1,427
Number of books at binderies December 31, 1902	4,705
Number of books repaired in Library in December.....	5,103

GROWTH OF THE LIBRARY.

The total number of volumes in the Library on Dec. 31, 1902, was 281,089. Received since June 1, 1901, 3,147, since Dec. 1, 347. Books worn out and condemned since June 1, 1,501, since Dec. 1, 196. Books lost and paid for since June 1, 286, since Dec. 1, 35. Books found and money refunded since June 1, 43; since Dec. 1, 4.

Chicago, January 8, 1903.

FRED'K H. HILD,
Librarian.

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BOARD OF DIRECTORS

OF THE

CHICAGO PUBLIC LIBRARY.

REGULAR MEETING.

CHICAGO, THURSDAY, JANUARY 22, 1903.

OFFICIAL RECORD.

There were present the President, Director Peabody in the chair, and Directors Brosseau, Franks, Bowers, Eckhart, Heldmann and Lowe.

Absent — Directors Meeker and Shields.

MINUTES APPROVED.

Director Bowers moved that the minutes of the regular meeting of January 8, 1903, be approved as recorded and printed, without being read.

Carried.

COMMUNICATIONS.

The President presented the following communications received from the City Comptroller:

“DEPARTMENT OF FINANCE.
“CHICAGO, Jan. 21, 1903.
“Hon. Francis S. Peabody,
“President Chicago Public Library,
“Chicago.
“DEAR SIR:—
The tax levy
for year 1902
was \$273,696.68
75 per cent of
which is \$205,272.51

Certificates issued and sold	200,000.00	5,272.51
Actual cash balance on hand	2,455.81	
Unpaid vouchers	2,407.30	
Unpaid balance		\$48.45
“It will be necessary to make arrangements for the payment of your pay rolls and necessary expenses for the months of January, February and March until the levy for 1903 shall have been made and certificates on account of said levy sold to provide for the payment of expenses for the year 1903.		

“Very respectfully,
“L. E. McGANN,
“Comptroller.”

“DEPARTMENT OF FINANCE.
“CHICAGO, Jan. 22, 1903.
“Hon. Francis S. Peabody,
“President Chicago Public Library,
“Chicago.
“DEAR SIR:—Mr. Wickersham, Secretary for the Library Board, called this morning in reference to the payment of salaries for the months of January, February and March. He

evidently had not seen my letter to you written yesterday submitting a statement to you. He informed me that you were about to hold a meeting for the purpose of considering your estimates for the year 1903.

"It may not be amiss at this time to call your attention to the policy that has governed the Board heretofore, and to suggest the necessity for an immediate change to prevent the embarrassing situation that resulted during the past year, and for the next three months. It has been the policy of the Library to expend all the money in the levy, so that no balance will remain to tempt the cupidity of the city authorities. This, because of an incident some years ago, in which an unexpended balance of the Library was turned into the General Corporate fund.

"The valuation for this year will be approximately what it was last year, and unless the same policy of retrenchment and economy is continued, it will result in a deficit at the end of the year, causing the embarrassment like that now presented to your Board.

"I would respectfully suggest that the plan of administration for the coming year shall not exceed an expenditure of more than 75% of the levy, up to and including March, 1904.

"Very respectfully,
"L. E. McGANN,
"Comptroller."

Ordered that the communications be acknowledged and filed.

The Secretary presented the following communication from the Law Department of the city:

"OFFICE OF THE COUNSEL TO THE
"CORPORATION.

"CHICAGO, Jan. 10, 1903.

"Wm. B. Wickersham, Esq.,

"Secretary Chicago Public Library.

"DEAR SIR:—In the matter of the bequest of the late Huntington Jackson to the 'Free Lending Library,' a petition was filed this day in the Pro-

bate Court before Judge Cutting, in the name of the Chicago Public Library, requesting that the bequest be paid to it if it should be held that the 'Free Lending Library' has ceased to exist. As soon as Judge Cutting announces his decision we shall advise you.

"Very truly yours,

"FRANK JOHNSTON, JR.,

"Assistant Corporation Counsel."

Ordered to be acknowledged and filed.

The following communications were also received:

From the West End Improvement Club, praying the Board to establish a delivery station at 2279 W. Harrison street, and agreeing to operate it free of cost to the Board until May 1st next.

Referred to the Committee on Delivery Stations.

From citizens in the vicinity of Windsor Park, praying the Board to establish a delivery station at Moore's pharmacy, 7502 Saginaw avenue.

Referred to the Committee on Delivery Stations.

From Mrs. O. J. Murray, tendering her resignation as keeper of delivery station, No. 24, South, on account of having sold her store to Allen C. Williams.

Referred to the Committee on Delivery Stations.

From Allen C. Williams praying the Board to allow him to keep delivery station No. 24, South, at his store, it having formerly been under the care of Mrs. O. J. Murray.

Referred to the Committee on Delivery Stations.

From citizens residing in the vicinity of North avenue and Robey street, praying the Board to locate the Mil-

waukee avenue branch reading room in that neighborhood.

Referred to the Committee on Buildings and Grounds..

Sundry petitions for daily deliveries to the delivery stations.

Referred to the Committee on Delivery Stations.

From Chas. Morris, requesting a leave of absence on account of illness, and enclosing a physician's certificate.

Referred to the Committee on Administration.

From Chesley R. Perry, clerk, tendering his resignation as an employé of the Board.

Director Eckhart moved that the resignation of Mr. Perry be accepted, and that the Secretary be directed to extend to him an expression of the Board's appreciation of his character and services while in its employ.

Carried.

Resignations were received from the following pages:

Joseph A. Boland,
Edward J. Dirschmid,
James J. Cunnally,
Edward A. Strauss,
John A. Ericson,
Howard C. Robinson,
Alfred E. Tourssen,
Michael J. Ray,
James G. Mangan,
Lawrence P. J. Luby,
P. H. Boland.

Director Eckhart moved that the resignations of the foregoing pages be accepted and that the Committee on Administration be authorized to make requisitions upon the Civil Service Commission for pages to fill the vacancies thus created.

Carried.

COMMITTEE ON LIBRARY.

Director Brosseau, Chairman, presented a list of current American books, comprising 78 volumes, estimated to cost \$100, and moved that the books be ordered purchased.

Carried.

Director Brosseau, also, presented a list of miscellaneous continuations, including a subscription for proof sheets and printed catalog cards of the Library of Congress, amounting to \$118.89, and moved that the bills be paid from the incidental fund.

Carried.

Yeas—Directors Brosseau, Franks, Bowers, Eckhart, Heldmann, Lowe and the President—7.

Nays—None.

Director Brosseau, also, presented bids for printing the thirtieth annual report of the Board, ranging in price from \$117.50 to \$160, and moved that the contract for printing this report be awarded to R. R. Donnelley & Sons Co. upon their bid of \$117.50.

Carried.

Yeas—Directors Brosseau, Franks, Bowers, Eckhart, Heldmann, Lowe and the President—7.

Nays—None.

COMMITTEE ON ADMINISTRATION.

Director Eckhart, Chairman, recommended on behalf of the Committee that the petition of the assistant engineers and firemen, praying that they be allowed overtime for services rendered on legal holidays when they were required to operate the electric light and ventilating plant for the benefit of the G. A. R. Memorial Hall, be granted, as to work already per-

formed, and moved that the recommendation be concurred in.

Carried.

Director Eckhart, also, presented the following recommendation:

The Committee on Administration recommends that the Civil Service Commission be requested to hold a promotional examination to fill the position of clerk in charge of the stack rooms, which position was made vacant by the resignation of Chesley R. Perry.

Director Eckhart moved that the recommendation be concurred in.

Carried.

He, also, presented the following recommendation:

The Committee on Administration recommends that as soon after February 1st as practicable the Library be opened evenings, Sundays and holidays, and that the daily deliveries to the stations be resumed; also that the Committee on Administration be authorized to order requisitions to be made to the Civil Service Commission for such additional help as will be needed to resume operations in the various departments of the Library; also that the branch reading rooms be kept open from 9 a. m. to 9 p. m.

Director Eckhart moved that the recommendation of the Committee be concurred in.

Carried.

COMMITTEE ON FINANCE.

Director Lowe, Chairman, on behalf of the Committee, presented the report of the International Audit Company upon the audit of the books and accounts of the Public Library for three months ending November 30, 1902.

Director Franks moved that the report be received and be printed and filed.

Carried.

Jan. 7th, 1903.

To the President and Board of Directors Chicago Public Library, Chicago.

GENTLEMEN:—We have audited the books and accounts of the Chicago Public Library for the three months ending 30th November, 1902.

We have pleasure in reporting that we find the books and accounts to be correct and in good order.

We present the following statements, all of which we certify to be correct:

1. Ledger Balances; 30th November, 1902.

2. Statement of Quarterly Receipts and Expenditures of the Public Library Fund from 31st August, 1902, to 30th November, 1902.

3. Statement of Cash Receipts and Expenditures for months of September, October and November, 1902.

Yours respectfully,

THE INTERNATIONAL AUDIT COMPANY,

(Signed) By JOHN McLAREN,

President.

ROBERT NELSON, C. A.,
Manager.

CHICAGO PUBLIC LIBRARY.

LEDGER BALANCES, 30th November, 1902.

DEBIT.

Due by Comptroller	\$284,805.00
Mortgage Loan	12,000.00
Cash	4,226.12
	\$301,031.12

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Public Library Fund:

CREDIT.

Fund of 1879 and Prior Years.....	\$ 23,534.44	
Fund of 1902	261,270.56	\$284,805.00
W. H. Ryder Fund.....		10,000.00
W. H. Ryder Fund, Interest.....		1,916.89
Jerome Beecher Fund		2,000.00
Jerome Beecher Fund, Interest.....		1,008.74
Security Deposits		724.25
Special Deposits		200.00
Incidental Fund		376.24
		<u>\$301,031.12</u>

STATEMENT OF RECEIPTS AND EXPENDITURES.

Three Months Ending 30th November, 1902.

RECEIPTS.

To Balance Public Library Fund 31st August, 1902.....	\$283,950.91
To Miscellaneous Receipts for Quarter.....	2,080.80
To Additional Appropriation through error in Tax Levy.....	8,219.63
	<u>\$294,251.34</u>

EXPENDITURES.

By Books	\$ 845.36
By Newspapers and Periodicals	2,093.67
By Binding	830.22
By Books lost and paid for—refunds.....	23.25
By Freight and Express.....	27.35
By Postage	130.00
By Delivery Stations	469.46
By Branch Reading Rooms.....	1,181.62
By Salaries:	
Main Library	\$21,418.84
Branch Reading Rooms	1,350.00
Delivery Stations	2,553.48
By Miscellaneous Expense	301.78
By Printing and Stationery.....	303.78
By Fuel	918.05
By Heating and Generating Plant.....	175.49
By Electric Supplies and Repairs.....	10.21
By Repairs, Alterations, etc.....	133.97
By Janitor's Expense	70.00
By Furniture and Fixtures.....	118.75
By Insurance	25.50
Total Expenditure for Quarter.....	<u>32,980.78</u>
Balance of Library Fund.....	<u>\$261,270.56</u>

Amount charged to Comptroller:

Fund of 1879 (Unavallable).....	\$ 23,534.44
Fund of 1902	261,270.56
	<u>\$284,805.00</u>

CASH RECEIPTS AND EXPENDITURES.

September, October and November, 1902.

	September.	October.	November.
To Cash at close of previous month.....	\$4,135.72	\$4,083.87	\$4,129.41
To Comptroller for Incidental Fund.....	90.16	258.01	210.47
To Miscellaneous Receipts	21.80	.25	5.61
To Finding Lists	39.65	63.16	47.54
To Books lost and paid for.....	43.62	51.70	45.00
To Deposits	181.25	122.50	125.00
To Fines	593.97	588.29	564.21
To Duplicates		16.00	
To W. H. Ryder Interest Fund.....	12.50		
To Jerome Beecher Interest Fund.....	50.00		
	<u>\$5,168.67</u>	<u>\$5,183.78</u>	<u>\$5,127.24</u>

	September.	October.	November.
By Comptroller	\$ 699.04	\$ 719.40	\$ 662.36
By Books	95.76	19.05	
By Newspapers and Periodicals.....	72.62	34.65	37.24
By Bindings	12.91		
By Books lost and paid for—refunds.....	4.75	7.00	11.50
By Freight and Express.....	6.75	14.95	5.65
By Delivery Stations.....	4.11	3.85	
By Branch Reading Rooms.....		3.00	3.25
By Miscellaneous	5.06	19.77	10.54
By Postage	45.00	40.00	45.00
By Printing and Stationery.....	4.51	64.20	1.25
By Heating and Generating Plant.....	4.28		4.73
By Electric Supplies and Repairs.....	2.26		
By Elevator Supplies and Repairs.....			1.55
By Janitor's Expense		4.00	3.05
By Deposits Repaid	127.75	124.50	115.00
By Balance at close of Month.....	4,083.87	4,129.41	4,226.12
	<u>\$5,168.67</u>	<u>\$5,183.78</u>	<u>\$5,127.24</u>

SUMMARY OF BALANCE.

W. H. Ryder Fund.....	\$10,000.00	\$10,000.00	\$10,000.00
Jerome Beecher Fund	2,000.00	2,000.00	2,000.00
W. H. Ryder Fund—Interest.....	1,916.89	1,916.89	1,916.89
Jerome Beecher Fund—Interest	1,008.74	1,008.74	1,008.74
Incidental Fund	241.99	289.53	376.24
Security Deposits	716.25	714.25	724.25
Special Deposits	200.00	200.00	200.00
	<u>\$16,083.87</u>	<u>\$16,129.41</u>	<u>\$16,226.12</u>
Deduct			
Mortgage Loans:			
Ryder and Beecher Funds Invested.....	12,000.00	12,000.00	12,000.00
	<u>\$4,083.87</u>	<u>\$4,129.41</u>	<u>\$4,226.12</u>

Director Lowe, also, presented the Secretary's report of the Library fund for the year 1902, examined and approved by the Deputy Comptroller,

and recommended that it be printed for the information of the Board and be filed.

The recommendation was concurred in.

THE LIBRARY FUND, 1902.

Balance Jan. 1, 1902.....	\$ 219.63	
Appropriation, 1902	433,219.63	
Miscellaneous receipts	9,601.15	
Corporation taxes, 1900	7,912.56	
		\$450,952.97
Reduction of Appropriation:		
To 1 mill limit on equalized valuation of \$402,495,131.00.....	\$ 30,724.50	
Scaling under "Judl Law," 32 per cent.....	128,798.44	
Loss and cost taxes, 1901.....	18,550.89	
Total reductions and losses.....		178,073.83
		<u>\$272,879.14</u>

Expenditures:

Salaries—Main Library	\$101,248.12
Salaries—Branch reading rooms.....	5,994.00
Salaries—Delivery stations	14,376.20
Delivery stations, miscellaneous	5,276.31
Branch reading rooms, miscellaneous.....	4,625.66
Books	10,295.85
Binding	8,891.86
Finding lists	1,297.64
Printing and stationery	2,312.24

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Newspapers and periodicals.....	4,472.18	
Miscellaneous expense	1,803.16	
Fuel	6,191.26	
Heating and generating plant.....	1,005.17	
Electric supplies and repairs.....	927.40	
Elevator supplies and repairs.....	145.97	
Janitors expense	538.07	
Furniture and fixtures	1,361.99	
Insurance	1,309.81	
Freight and expressage	224.85	
Postage	565.00	
Books lost and paid for—refunds.....	99.15	
Repairs, alterations and improvements.....	11,355.14	
Interest	21,256.03	
Total expenditures		205,843.03
Balance Library Fund, Jan. 1, 1903.....		\$ 67,036.08

On motion, the Board adjourned.

W. B. WICKERSHAM,
Secretary.

BOARD OF DIRECTORS
OF THE
CHICAGO PUBLIC LIBRARY.

SPECIAL MEETING.

CHICAGO, MONDAY, JANUARY 26, 1903.

OFFICIAL RECORD.

The Board met in special session at the call of the President at three o'clock p. m.

There were present the President, Director Peabody in the chair, and Directors Brosseau, Bowers, Eckhart and Lowe.

Absent—Directors Franks, Meeker, Heldmann and Shields.

The Secretary read the call of the President as follows:

CHICAGO, Jan. 24, 1903.

W. B. Wickersham, Sec'y.,

Public Library Board.

DEAR SIR:—Please call a special meeting of the Board of Directors of the Chicago Public Library to be held Monday, the 26th inst., at 3 o'clock p. m., for the purpose of considering and arranging for the payment of the pay-rolls of the Library for January, 1903, and until such time as the City Comptroller shall be able to pay them.

Yours truly,

F. S. PEABODY,
President.

Director Lowe presented the following resolution:

Resolved, That the City Comptroller and the City Treasurer be and they are hereby authorized and requested to pay 75 per cent of the salaries of the Public Library employes for the months of January, February and March, 1903, and the necessary expenses of said Library for the same time, to be reimbursed out of the proceeds of the library tax levy of 1903; and that a certified copy of this resolution be transmitted to each of the above officials.

Director Lowe moved that the resolution be adopted.

Carried unanimously.

Yeas—Directors Brosseau, Bowers, Eckhart, Lowe and the President—5.

Nays—None.

On motion of Director Bowers, the Board adjourned.

W. B. WICKERSHAM,
Secretary.

BOARD OF DIRECTORS
OF THE
CHICAGO PUBLIC LIBRARY.

REGULAR MEETING.

CHICAGO, THURSDAY, FEBRUARY 12, 1903.

OFFICIAL RECORD.

The date of this meeting being a public holiday (Lincoln's birthday), by consent, no meeting was held.

W. B. WICKERSHAM,
Secretary.

REGULAR MEETING.

CHICAGO, THURSDAY, FEBRUARY 26, 1903.

OFFICIAL RECORD.

There were present Directors Franks, Bowers, Eckhart, Heldmann and Lowe.

Absent—Directors Brosseau and Meeker, Shields and the President.

The President and Vice-President being absent, Director Eckhart moved that Director Franks take the chair.

Carried.

MINUTES APPROVED.

Director Bowers moved that the minutes of the regular meeting of January 22, and the special meeting of January 26, 1903, be approved as

recorded and printed, without being read.

Carried.

Representatives of the West Side Improvement Club being present and desiring to address the Board, on the question of a delivery station, permission was granted.

Whereupon, Mr. R. G. Badeaux stated that the club was very desirous of obtaining a station in the neighborhood of 2279 W. Harrison street and would relieve the Board of all expense of taking care of the

same until May 1st next, after which the delegation withdrew.

The question presented by Mr. Ba-deaux was referred to the Committee on Delivery Stations.

COMMUNICATIONS.

The following communication was received from the City Comptroller:

Chicago, Jan. 27, 1903.

William B. Wickersham, Esq.,

Sec'y Chicago Public Library, Chicago.

DEAR SIR—I beg to acknowledge receipt of certified copy of a resolution passed by your Board requesting and authorizing the City Treasurer and Comptroller to pay 75 per cent of the salaries and necessary expenses for the months of January, February and March, 1903, out of General Corporate Fund; said fund to be reimbursed out of the proceeds of the Library tax levy for the year 1903.

The City Council at its meeting Monday, January 26, passed the following order:

"Resolved, That the City Comptroller and the City Treasurer be authorized to transfer from the Corporate Purposes Fund to Public Library Fund such sums as may be necessary to pay seventy-five (75) per cent of the salaries of employes of the Public Library and necessary expenses for the months of January, February and March. This amount to be re-transferred and paid out of the proceeds of the Levy of 1903."

I am not aware of any reason now why your roll should not be paid, but will take the matter up with the Mayor and City Treasurer and notify you finally at the conclusion of a conference with those officials.

Very respectfully,

L. E. MCGANN,

Comptroller.

Director Bowers moved that the communication be filed.

Carried.

A communication was received from the Rev. Chas. Scadding, rector of

Emmanuel parish, La Grange, Ill., praying the Board to grant himself and wife the privilege of drawing books from the Library by card.

Director Eckhart moved that the privileges desired by Rev. Mr. Scadding be granted.

Carried.

A communication was received from Prof. Geo. O. Curme of Northwestern University, praying the Board to renew his privilege of drawing six books from the library at one time, for professional use, to extend indefinitely instead of for two years, as has been the custom for the past six years.

Director Bowers stated that the granting of the request to Prof. Curme might establish a precedent which at some time might be embarrassing, and moved that the request be granted for the term of two years as heretofore.

Carried.

Communications and petitions were also received

From Mrs. D. E. Reed, keeper of delivery station No. 7 North, informing the Board of the sale of her store to Mr. A. W. Schultz.

Referred to the Committee on Delivery Stations.

From A. W. Schultz, praying the Board to allow delivery station No. 7, North, to remain in its present location, under his care.

Referred to the Committee on Delivery Stations.

From Mrs. A. Worth, praying the Board to place delivery station No. 7, North, in her care at No. 4810 N. Clark street, in case any change in its management is contemplated by

the Board.

Referred to the Committee on Delivery Stations.

From Alderman M. Zimmer, calling the attention of the Board to former communications relative to the establishment of a delivery station at 902 Ogden avenue, or in that vicinity.

A delegation of citizens from this vicinity being present, they were allowed to lay the request for a delivery station before the Board.

Referred to the Committee on Delivery Stations.

From citizens and patrons residing in the neighborhood of 367 Milwaukee avenue, praying the Board to continue Milwaukee avenue reading room at that number.

Referred to the Committee on Buildings and Grounds.

From Chas. J. Morris, page, and Peter Green, coal passer, tendering their resignations as employés of the Board.

Director Bowers moved that the resignations of Messrs. Morris and Green be accepted.

Carried.

From John E. Kostka, informing the Board of the loss of his overcoat while attending to the duties of his position at the West Madison street reading room, and praying that he may be reimbursed for its loss.

Referred to the Committee on Administration.

From Patrick J. Lawler, page, praying the Board to grant him a leave of absence of two weeks, beginning February 25th inst.

Referred to the Committee on Administration.

From employés of the engineering

department, praying the Board to grant them the same privileges of legal holidays and holidays granted by the Board and the same number of days' vacation as are allowed the other employés of the Library.

Referred to the Committee on Administration.

From Chas. J. Morris, submitting a proposition to collect the price of delinquent books and fines connected therewith for the Library upon a commission of 33 1-3 per cent.

Referred to the Committee on Administration.

COMMITTEE ON LIBRARY.

Director Heldmann for the Committee presented the following list of bills.

Director Bowers moved that the bills be taken from the hands of the Committee and be approved and ordered paid.

Carried.

Yeas—Directors Bowers, Eckhart, Heldmann, Lowe and the Chair—5.

Nays—None.

A. C. McClurg & Co., books.....	\$ 282.38
E. M. Terquem, books, Francis	
419.05 (est.)	83.81
G. E. Stechert, subscriptions to	
misc. periodicals	963.29
P. Ringer & Hertzberg, binding..	217.55
Joseph Flucke, binding.....	477.34
Geo. E. Kochler, binding.....	304.34
Peterson Linotype Co., linotype	
composition for bulletin No. 61..	61.00
N. B. Barlow Printing Co., print-	
ing minutes, etc.	48.75
Bradner, Smith & Co., Manila pa-	
per, etc.	22.76
Geo. E. Cole & Co., miscellaneous	
stationery	55.17
Cameron, Amberg & Co., making	
vouchers, etc.	26.60
Edwards & Hancock, carbon paper	8.00
W. B. Wickersham, secretary, cash	
expenditures for Jan., 1903....	298.82

\$2,799.81

Director Heldmann, also, presented a list of current American books comprising 161 volumes, estimated to cost \$225, and moved that the books be ordered purchased.

Carried.

Yeas—Directors Bowers, Eckhart, Heldmann, Lowe and the Chair—5.

Nays—None.

COMMITTEE ON DELIVERY STATIONS.

Director Bowers, Chairman, presented the following bills approved by the Committee and moved that they be ordered paid.

Carried.

Yeas—Directors Bowers, Eckhart, Heldmann, Lowe and the Chair—5.

Nays—None.

Isaac Shillington, boarding seven horses	\$140.00
George Bennet, shoeing horses.....	14.00

\$154.00

COMMITTEE ON BUILDINGS AND GROUNDS.

Director Eckhart, for the Committee, presented the following schedule of bills approved by the Committee and moved that the bills be ordered paid.

Carried.

Yeas—Directors Bowers, Eckhart, Heldmann, Lowe and the Chair—5.

Nays—None.

Carr Bros., rent, etc., Hyde Park reading room	\$ 50.00
Geo. R. Nichols, rent, etc., Blue Island Ave. reading room.....	55.00
Nicholas Bedessem, rent, North Av. reading room	55.00
Chas. G. Haddock, rent W. Madison St. reading room.....	60.00
Frederick Herhold, rent, etc., Milwaukee Ave. reading room.....	60.00

Maurice Dunne, rent, etc., State St. reading room	62.50
The Peoples Gas Light & Coke Co., gas	31.40
Ogden Gas Co., gas.....	6.97
J. H. McNamara, telescopes.....	18.00
Youghloheny & Lchigh Coal Co., coal	32.40
John T. Connery, coal.....	808.64
Chicago Telephone Co., telephone service	87.50
City Collector City of Chicago, inspection of elevators.....	18.00
Wisconsin Lakes Ice Co., ice.....	7.82
A. Henrotin, soap	15.00
King's Model Laundry Co., laundering towels	21.19
Bartell Bros., oil	9.00
G. Bossenga, removing ashes.....	12.00
McMaster-Davis Supply Co., packing, etc.	7.94
Robert Tarrant, bronze bushings, etc.	12.65
John Mohr & Sons, tube hole plates, etc.	13.75
Samuel Harris & Co., washers, wrenches, etc.	6.07
Johnson Temperature Controlling Co., repairing thermostats	6.00
Jas. S. Kirk & Co., bbl. "Ikeline"	22.50
Bullard & Gormley Co., miscellaneous hardware	13.91
Traders Insurance Co., insurance on books at bindery.....	26.25
W. B. Wickersham, secretary, cash expenditures for Jan. 1903..	5.80
	\$1,525.29

Director Eckhart presented the annual inventory of property under the control of the Board, prepared by the Secretary for the annual report of the City Comptroller, and recommended that it be approved and be made a part of the records of the Board.

The motion was concurred in.

Inventory, Jan. 1, 1903.

Books, 281,089 vol- umes, est. value.	\$393,524.60
Office and miscel- laneous furniture and fixtures	11,680.00
Horses, delivery wagons, harness, etc.	2,100.00
	\$ 407,304.60
Building, including mechanical plant, permanent fix- tures, etc.	\$2,035,550.00
Total	\$2,442,854.60
Increase.	
Equipment	\$ 9,966.80
Decrease.	
Depreciation of build- ing, mechanical plant, etc.	\$40,524.00
Net decrease	\$30,557.20

Director Eckhart also presented a communication from R. W. Hosmer & Co., dated Jan. 10, 1903, in which that company states its willingness to replace accidental breaks of plate glass windows, but will not replace breaks from other causes, and recommended that it be filed.

The recommendation was concurred in.

Director Eckhart stated that the upholstering of the cushions of the chairs in the Directors' room needed renewing and moved that the Secretary be instructed to obtain bids for

upholstering the same and present them to the Committee on Buildings and Grounds.

Carried.

He also stated that the expiration of the leases of the branch reading rooms is not far distant and recommended on behalf of the Committee that the Secretary be authorized to renew all the leases now in force at a rate not to exceed that now paid, except the room at 5315 Lake avenue, the lease of this room to be taken up later. **Concurred in.**

NEW BUSINESS.

Director Heldmann stated that the Library was in possession of a large number of duplicate numbers of weekly newspapers and periodicals which have been received at the branch reading rooms and which the library does not need in the form of bound volumes; that these numbers could not be sold to advantage, as the expense of collating, listing and advertising them would be greater than their value, and moved that the Librarian be authorized to give these duplicate numbers of periodicals to such public and charitable institutions of Cook County as he shall deem best.

The motion prevailed.

On motion of Director Lowe the Board adjourned.

W. B. WICKERSHAM,

Secretary.

REPORT OF LIBRARIAN FOR JANUARY, 1903.

CIRCULATION OF BOOKS.

The number of books taken from the Library for home use during the month of January was 104,489 against 160,940 for the corresponding month of the previous year. The circulating department was open on 26 week days. The daily average week day circulation was 4,018.

REFERENCE ROOM.

	1903	1902
Number of recorded visitors.....	9,387	12,960
Books issued from stacks.....	26,208	35,792

No record was kept of the number of visitors who consulted the books on the open shelves.

ROOM FOR ART BOOKS.

Visitors, 842. Books consulted, 2,897

PATENTS AND PUBLIC DOCUMENTS.

	1903	1902
Number of visitors	1,991	2,131
Volumes consulted	9,311	9,518

BOUND NEWSPAPERS AND BOOKS FOR THE BLIND.

Visitors, 40. Bound newspapers consulted, 86. Books for the blind circulated, 90.

READING ROOM.

Periodicals issued at counter, 11,203. No record kept of use of periodicals and newspapers on open stands and racks. Mean attendance per hour, 316. Average maximum attendance per hour, 399.

BRANCH READING ROOMS.

	No. 1.	No. 2.	No. 3.	No. 4.	No. 5.	No. 6.
Number of visitors.....	2,813	2,671	3,310	1,553	3,270	3,318
Periodicals issued.....	1,496	2,285	2,508	2,641	3,977	2,939
Books issued	1,456	1,184	1,664	1,351	1,068	1,385
Average Sunday visitors.....	75	82	73	35	114	86
Women visitors.....	65	337	396	529	128	548

DELIVERY STATIONS.

The number of books issued from 68 delivery stations was 53,734 against 105,629 from 67 stations for the same month of the preceding year.

REGISTRATION.

The number of cards issued on new registrations and re-registrations was 3,434 of which 2,033 were issued to males, and 1,401 to females. The registration of January, 1902, was 5,380. The number of two-year cards outstanding is 70,619.

BINDING DEPARTMENT.

Number of books at binderies January 1, 1903	4,705
Number of books sent to binderies in January	1,610
Total number of books at binderies in January	6,315
Number of books received from binderies in January.....	2,297
Number of books at binderies January 31, 1903	4,018
Number of books repaired in Library in January.....	6,659

GROWTH OF THE LIBRARY.

The total number of volumes in the Library on Jan. 31, 1903, was 281,087. Received since June 1, 1902, 3,587, since Jan. 1, 1903, 440. Books worn out and condemned since June 1, 1,912, since Jan. 1, 411. Books lost and paid for since June 1, 325, since Jan. 1, 39. Books found and money refunded since June 1, 51; since Jan. 1, 8.

Chicago, February 26, 1903.

FRED'K H. HILD,
Librarian.

February 26,]

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[1903.

BOARD OF DIRECTORS OF THE CHICAGO PUBLIC LIBRARY.

REGULAR MEETING.

CHICAGO, THURSDAY, MARCH 12, 1903.

OFFICIAL RECORD.

There were present Directors Franks, Bowers, Eckhart and Brosseau.

Absent—Directors Meeker, Heldmann, Lowe, Shields and the President.

There being no quorum present the Board adjourned to Saturday, the 14th inst., at 1:30 o'clock p. m.

W. B. WICKERSHAM,
Secretary.

ADJOURNED REGULAR MEETING.

CHICAGO, SATURDAY, MARCH 14, 1903.

OFFICIAL RECORD.

The Board met according to adjournment at 1:30 o'clock p. m.

There were present the Vice-President, Director Brosseau in the chair, and Directors Franks, Bowers, Eckhart and Heldmann.

Absent—Directors Meeker, Lowe, Shields and the President.

MINUTES APPROVED.

On motion of Director Franks the minutes of the regular meeting of

February 12, and of the regular meeting of February 26, 1903, were approved as recorded and printed, without being read.

COMMUNICATIONS.

The following communication was received from the City Comptroller:

"Chicago, March 12, 1903.
"Mr. William B. Wickersham,
Secretary Chicago Public Library,
Chicago.

"DEAR SIR—I have the honor to ac-

knowledge receipt of your letter of the 10th inst., transmitting an estimate of the assets convertible into cash available for expenditure in 1903, amounting to \$256,948.00, and asking if it would be safe to estimate the expenditures for the year for all expenses at \$180,000.00.

"Your estimates of the amount of assets that may be converted into cash available for expenditure is correct, and unless interest rates are particularly high no doubt that amount can be obtained, if your Board is willing to continue to pay such high rates for cash to pay current expenses.

"Very respectfully,
"L. E. MCGANN,
"Comptroller."

Ordered to be filed.

Communications were also received; From Miss Hattie Hyde, clerk, praying the Board to grant her a leave of absence until the first of May next on account of sickness and death in her family.

Referred to the Committee on Administration.

From Thomas B. Martens, clerk, praying the Board to grant him a leave of absence of one or two weeks' duration, to commence April 4th next.

Referred to the Committee on Administration.

From Otto Goldberger, assistant superintendent in the delivery station department, praying the Board to grant him a leave of absence of one month in addition to his vacation after the first of May next.

Referred to the Committee on Administration.

From Patrick J. A. Lawler, clerk, and Daniel Driscoll, marble polisher, tendering their resignations as employes of the Board.

Director Eckhart moved that the

resignations of the employes named be accepted and that the Librarian be authorized to make a requisition upon the Civil Service Commission for attendants to take their places.

Carried.

COMMITTEE ON LIBRARY.

Director Heldmann presented the following lists of books agreed upon by the committee and recommended that they be purchased:

A list of English books, comprising 367 volumes, estimated to cost \$900; a list of English books, comprising 142 volumes, estimated to cost \$225; a list of current American books, comprising 50 volumes, estimated to cost \$75; a list of worn-out miscellaneous books to be replaced, comprising 4,500 volumes, estimated to cost \$5,000; a list of miscellaneous books, comprising 19 volumes, estimated to cost \$120; a list of miscellaneous books and periodicals, mostly continuations to be paid for from the incidental fund, to cost \$158.53.

Director Bowers moved that the recommendation of the Committee to purchase the above lists of books be concurred in.

Carried.

Yeas—Directors Franks, Bowers, Eckhart, Heldmann and the Chair—5.

Nays—None.

Director Heldmann also presented the report of the Librarian for the month of February, 1903, and recommended that it be filed and printed.

Concurred in.

He also presented the following bills, audited and approved, and recommended on behalf of the Committee that they be ordered paid.

On motion of Director Franks the

recommendation was concurred in and the bills were ordered paid.

Yeas—Directors Franks, Bowers, Eckhart, Heldmann and the Chair—5.

Nays—None.

A. C. McClurg & Co., books.....	\$ 120.41
P. Ringer & Hertzberg, binding...	304.50
Joseph Flucke, binding	280.36
Geo. E. Koehler, binding.....	303.74
The Barrett Bindery Co., twine, etc.	6.80
Polish Weekly Zgoda, composition of Polish literature, etc.....	10.50
Bradner Smith & Co., fine envelopes and miscellaneous paper...	104.93
N. B. Barlow Printing Co., printing index to proceedings of board, misc. envelopes, notices, etc., ...	91.37
Dennison Mfg. Co., 754 envelopes of gummed letters.....	15.08
Geo. E. Coie & Co., rubber bands, postal files, journal, etc.....	39.09
R. R. Donnelley & Sons Co., printing annual report, etc.....	125.50
J. W. Butler Paper Co., four-ply board for notices	6.50
Library Bureau, 50,700 acme pockets, printed	135.20
City Collector, City of Chicago, efficiency blanks	5.08
Cameron, Amberg & Co., delinquent and cash books.....	30.00
W. B. Wickersham, Sec'y., cash expenditures for February, 1903.	59.05
	\$1,638.11

COMMITTEE ON ADMINISTRATION

Director Eckhart, Chairman of the Committee, presented the following report:

To the President and Board of Directors, Chicago Public Library.

GENTLEMEN:—Your Committee on Administration begs leave to report that on Wednesday, March 11, 1903, it held a meeting, at which the following recommendations were agreed upon, and it would respectfully submit the same for the approval of the Board:

1. That Fred F. Rex, a page in the reference room, be promoted to the position of superintendent of the West Madison Street branch reading room, to fill the vacancy created by granting leave of absence to Andrew J. Davlin, Mr. Rex having been certified from the promotional list for the place by the Civil Service Commission.

2. That Samuel D. Stewart, a page, be separated from the service on account of irregularity in attendance, and that the Civil Service Commission be requested to certify another page in his place.

3. That the Librarian be authorized to make requisition upon the Civil Service Commission for one page, one coal passer, and one marble cleaner, to fill vacancies created by resignations.

4. That a requisition be made upon the Civil Service Commission for the reinstatement of two women clerks to serve as substitutes during the absence of regular attendants.

5. That the proposition of Charles J. Morris to do certain collection work for the Library be not accepted, and that his communication be filed.

6. That the petition of John E. Kostka, praying to be reimbursed for the loss of an overcoat at the West Madison Street reading room be not granted, and that his communication be filed.

Respectfully submitted,

JOHN W. ECKHART,

JACOB FRANKS,

Committee on Administration.

Chicago, March 12, 1903.

Director Bowers moved that the report be adopted and that the recommendations contained therein be concurred in.

Carried.

Yeas—Directors Franks, Bowers, Eckhart, Heldmann and the Chair—5.

Nays—None.

COMMITTEE ON DELIVERY STATIONS.

Director Bowers, Chairman of the Committee, presented the following re-

port and moved that it be approved and that the recommendations contained therein be concurred in.

Carried.

*To the President and Board of Directors,
Chicago Public Library.*

GENTLEMEN:—Your Committee on Delivery Stations having had under consideration various petitions and communications relative to the establishment of delivery stations begs to make the following recommendations:

1. That the resignation of Mrs. O. J. Murray as keeper of delivery station 24 South be accepted; and that the petition of Allen C. Williams to keep the delivery station under his charge at the same place be granted.

2. That the resignation of Mrs. D. E. Reed, keeper of delivery station 7 North, be accepted; and that the petition of A. W. Schultz to keep the station in the same place under his charge be granted.

3. That the communication of Mrs. A. Worth, asking to be appointed keeper of delivery station 7 North, and the petition for the establishment of a delivery station at 7502 Saginaw avenue be filed.

4. Your Committee has given attention to the communications from Alderman M. Zimmer, and finds that the neighborhood recommended by him as one needing the conveniences of a delivery station is cut off from surrounding neighborhoods by a park and various railroads, so that the residents are virtually deprived of access to any present delivery station. Under these circumstances your Committee recommends that a station be opened at 902 Ogden avenue, under the care of James McGrath, on trial for two months, in accordance with the usual rules of the Board; this station to be considered as taking the place of station 21 West, which was closed by the Board March 27, 1902, and has not yet been reopened.

5. Your Committee has also carefully considered the petition of R. G. Badeaux for the establishment of a

delivery station at his store, 2279 W. Harrison street, and has examined maps and plats showing its proximity to other stations. Taking into consideration its nearness to one of said stations, the lack of population surrounding it, and the condition of the streets in that vicinity, your Committee believes that the Board would not be warranted at this time in opening a station at that number, and would recommend that the communication be filed, and that the Secretary be directed to notify Mr. Badeaux that at some future time the Board will take up the question of finding a more central location for a delivery station in that section of the city.

Respectfully submitted,

J. F. BOWERS,
Z. P. BROUSSEAU,

Committee on Delivery Stations.

Chicago, March 12, 1903.

Director Bowers also presented the following bills, audited and approved, and moved that they be ordered paid.

Carried.

Yeas—Directors Franks, Bowers, Eckhart, Heldmann and the Chair—5.

Nays—None.

George Bennet, shoeing horses.....	\$ 26.00
Isaac Shillington, boarding seven horses	140.00
J. A. Bovett, veterinary services...	8.00

\$174.00

COMMITTEE ON BUILDINGS AND GROUNDS.

Director Franks, Chairman of the Committee, presented the following report:

*To the President and Board of Directors,
Chicago Public Library.*

GENTLEMEN:—Your Committee on Buildings and Grounds begs leave to report the following recommendations concerning matters coming under its supervision:

1. In accordance with the authority given by the Board at last meeting the Secretary has received bids for recovering, with leather, twenty cushions

for the Directors' room chairs, and the Committee would recommend that a contract be awarded to F. Herhold & Sons for this work upon their bid of \$2.00 for each cushion, this being the lowest of five bids received.

2. As a result of the last inspection of the elevators the inspector for the Travelers Insurance Company has requested the installation of two new operating cables and two new counter-weight cables on certain elevators in the Library building. Your Committee recommends that these new cables be ordered and installed at once.

3. In accordance with the action of the Board at last meeting your Committee has received assurances from four of the owners of the buildings where the branch reading rooms are located that they will renew the leases for the rooms in their buildings for the ensuing year at the same rate received the past year. George R. Nichols, owner of store, 21 Blue Island avenue, asks \$60.00 per month for his room, which is \$5.00 more than was paid last year. Inasmuch as the room is to be heated, and lighted with electricity, at this price, your Committee is of opinion that the Board cannot do better than to make a lease in accordance with his proposal, and recommends that the Secretary be instructed to renew the lease of that room upon these terms.

4. Your Committee is informed that the galvanized iron device for drying the air after its passage through one of the air-washing chambers must be renewed on account of its destruction by rust. Messrs. Thomas & Smith, who installed this device, and who own the patent controlling it, have made a proposition to renew the same, using galvanized iron, for \$345; or, using copper, for \$416. Inasmuch as copper will be practically indestructible, and the difference in price so small, your Committee recommends that a contract be awarded to that firm to replace this device upon their bid of \$416.

5. Your Committee is also informed that the ash-handling machinery in connection with the boiler room is

practically destroyed by rust and will have to be renewed at an early day.

Your Committee recommends that the Secretary be authorized to advertise for bids for this work, inasmuch as the cost will probably exceed \$500, and that the specifications upon which proposals shall be made shall require heavier iron than was originally used.

6. In the matter of the general liability insurance covering the employes and public in and about the Library building, your Committee begs leave to say that it has asked for and received bids for the renewal of the policy for the ensuing year, and recommends that the proposition of Allan C. Durborow, representing the London Guarantee and Accident Company, to furnish a general liability policy for the sum of \$434.35 be accepted, this being the lowest of three proposals received.

All of which is respectfully submitted.

JACOB FRANKS,

JOHN W. ECKHART,

Committee on Buildings and Grounds.
Chicago, March 14, 1903.

Director Bowers moved that the report be adopted and that the recommendations contained therein be concurred in.

Carried.

Yeas—Directors Franks, Bowers, Eckhart, Heldmann and the Chair—5.

Nays—None.

Director Franks also presented the following bills, audited and approved, and moved that they be ordered paid.

Carried.

Yeas—Directors Franks, Bowers, Eckhart, Heldmann and the Chair—5.

Nays—None.

Carr Bros., rent, etc. Hyde Park reading room	\$ 50.00
Chas. G. Haddock, rent, W. Madison street reading room	60.00
Ernst Stock, rent, North avenue reading room	55.00
Geo. R. Nichols, rent, etc., Blue	

Island avenue reading room.....	55.00	Illinois Electric Co., attachment plugs, lamp cord, etc.....	5.96
Frederick Herhold, rent, etc., Mil- waukee avenue reading room...	60.00	Burdett-Rowntree Mfg. Co., con- tact brushes	5.00
Maurice Dunne, rent, etc., State street reading room	62.50	Wm. Dille, dusters and whisk brooms	11.50
Ogden Gas Co., gas, North avenue reading room	7.50	The Shavings & Sawdust Co., load of sawdust	5.00
Youghloheny & Lehigh Coal Co., coal	22.50	Traders Insurance Co., insurance on books at bindery	15.00
Wisconsin Lakes Ice Co., ice.....	6.79	W. B. Wickersham, sec'y, cash ex- penditures for February, 1903..	51.32
John T. Connery, coal.....	536.09	On motion of Director Franks, the Board adjourned.	
Robert Tarrant, fitting up gov- ernor pin, etc.	5.00		
King's Model Laundry Co., laun- dering towels	26.97		
Bartell Bros., oil	6.75		
G. Bossenga, removing ashes.....	10.50		
The Jandus Electric Co., miscel- laneous electrical supplies	31.75		

W. B. WICKERSHAM,
Secretary.

REPORT OF LIBRARIAN FOR FEBRUARY, 1903.

CIRCULATION OF BOOKS.

The number of books taken from the Library for home use during the month of February was 93,745 against 152,195 for the corresponding month of the previous year. The circulating department was open on 22 week days. The daily average week day circulation was 4,261.

REFERENCE ROOM.

	1903	1902
Number of recorded visitors.....	7,862	12,129
Books issued from stacks.....	21,722	33,201

No record was kept of the number of visitors who consulted the books on the open shelves.

ROOM FOR ART BOOKS.

Visitors, 819. Books consulted, 2,867

PATENTS AND PUBLIC DOCUMENTS.

	1903	1902
Number of visitors	1,753	1,853
Volumes consulted	8,203	8,428

BOUND NEWSPAPERS AND BOOKS FOR THE BLIND.

Visitors, 40. Bound newspapers consulted, 69. Books for the blind circulated, 76.

READING ROOM.

Periodicals issued at counter, 9,654. No record kept of use of periodicals and newspapers on open stands and racks. Mean attendance per hour, 308. Average maximum attendance per hour, 406.

BRANCH READING ROOMS.

	No. 1.	No. 2.	No. 3.	No. 4.	No. 5.	No. 6.
Number of visitors.....	2,182	2,456	2,549	1,499	2,667	3,559
Periodicals issued.....	1,228	2,080	2,064	2,321	3,285	2,948
Books issued	1,126	1,078	1,123	1,194	902	1,740
Average Sunday visitors.....	78	113	77	43	104	141
Women visitors.....	51	283	231	519	130	578

DELIVERY STATIONS.

The number of books issued from 68 delivery stations was 47,629 against 98,958 from 68 stations for the same month of the preceding year.

REGISTRATION.

The number of cards issued on new registrations and re-registrations was 3,126 of which 1,826 were issued to males, and 1,300 to females. The registration of February, 1902, was 4,960. The number of two-year cards outstanding is 69,747.

BINDING DEPARTMENT.

Number of books at binderies February 1, 1903.....	4,018
Number of books sent to binderies in February.....	1,150
Total number of books at binderies in February.....	5,168
Number of books received from binderies in February.....	2,053
Number of books at binderies February 28, 1903.....	3,115
Number of books repaired in Library in February.....	4,575

GROWTH OF THE LIBRARY.

The total number of volumes in the Library on Feb. 28, 1903, was 281,239. Received since June 1, 1902, 4,005, since Feb. 1, 1903, 418. Books worn out and condemned since June 1, 2,141, since Feb. 1, 229. Books lost and paid for since June 1, 369, since Feb. 1, 44. Books found and money refunded since June 1, 58; since Feb. 1, 7.

Chicago, March 12, 1903.

FRED'K H. HILD,
Librarian.

March 14,]

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[1903.

BOARD OF DIRECTORS
OF THE
CHICAGO PUBLIC LIBRARY.

REGULAR MEETING.

CHICAGO, THURSDAY, MARCH 26, 1903.

OFFICIAL RECORD.

There were present the Vice-President, Director Brosseau, in the chair, and Directors Bowers, Eckhart, Heldmann and Lowe.

Absent—Directors Franks, Meeker, Shields and the President.

MINUTES APPROVED.

On motion of Director Bowers, the minutes of the regular meeting held March 12, and of the adjourned regular meeting held March 14, 1903, were approved as recorded and printed, without being read.

COMMUNICATIONS.

A communication was received from Mrs. Leila A. Martin, Secretary, and T. K. Webster, Stanley McCormick and Avery Coonley, Executive Committee of Gad's Hill Center, 867-869 W. Twenty-second street, explaining the nature of the work carried on at said Center and praying the Board to loan, for use in their reading room, a supply of books for reference suitable for the various classes which are conducted for young women and young men in that neighborhood.

Referred to the Committee on Library.

From Aksel G. S. Josephson, Chairman of the Committee on Printing Exhibit at the meeting of the State Library Association to be held at the University of Chicago, April 13 to 15, next, asking the loan of certain books illustrating the progress of printing, etc., to be used at said meeting.

On motion of Director Eckhart, the communication was referred to the Committee on Library with power to act.

From Hans F. Miller, J. J. Enright, elevator operators, and James H. Clarke, a page, tendering their resignations as employés of the Board.

Director Eckhart moved that the resignations of the employés named be accepted.

Carried.

COMMITTEE ON LIBRARY.

Director Heldmann, for the Committee on Library, presented the following lists of books agreed upon by the Committee:

A list of current American books, comprising 53 volumes, estimated to cost \$60; a list of extra copies of popular books comprising 317 volumes, estimated to cost \$300.

Director Bowers moved that the books be ordered purchased.

Carried.

Yeas—Directors Bowers, Eckhart, Heldmann, Lowe and the Chair—5.

Nays—None.

The Librarian stated that the Cleveland Public Library and the Carnegie Library of Pittsburg had jointly prepared a list of 1,053 books especially adapted and recommended for children; that those libraries propose to print catalogue cards of these books, provided fifty subscribers for them can be obtained. The cost will be at the rate of one cent a card, post paid, \$25 to be paid at the time of subscription, \$25 upon the delivery of 2,500 cards and the balance upon the delivery of the remaining cards; the total cost being estimated at \$70.

He, also, stated that in view of opening a children's room in connection with the Blackstone Memorial Branch Library it was very desirable to have this set of cards, as the price will be less than it would cost the Board to have them prepared by the usual method.

Director Bowers moved that the set of cards for the list of children's books, presented by the Librarian, be ordered upon the terms stated.

Carried.

COMMITTEE ON ADMINISTRATION.

Director Eckhart, Chairman of the Committee, stated that one of the places made vacant by the resigna-

tions of two elevator operators had been filled by the certification of an operator laid off last year and moved that a requisition be made upon the Civil Service Commission for one elevator operator and one page to fill the remaining two vacancies caused by resignations accepted at this meeting.

Carried.

COMMITTEE ON FINANCE.

Director Lowe, Chairman of the Committee, presented the report of the International Audit Company on the audit of the books and accounts of the Public Library for the quarter ended February 28, 1903, and recommended that it be filed and printed.

The recommendation was concurred in.

March 25, 1903.

To the President and Board of Directors, Chicago Public Library, Chicago.

GENTLEMEN:—We have audited the books and accounts of the Chicago Public Library for the three months ending 28th February, 1903.

We submit the following statements, all of which we certify to be correct and in accordance with the books.

1. Ledger Balances as at 28th February, 1903.

2. Statement of Quarterly Receipts and Expenditures of the Public Library Fund from 30th November, 1902, to 28th February, 1903.

3. Statement of Cash Receipts and Expenditure for months of December, 1902, January and February, 1903.

We have pleasure in reporting that we find the books and accounts correct and in good order.

Yours respectfully,

THE INTERNATIONAL AUDIT COMPANY,
(Signed) By JOHN McLAREN.

President.

ROBERT NELSON, C. A.,
Manager.

CHICAGO PUBLIC LIBRARY.

LEDGER BALANCES.

February 28, 1903.

DEBIT.

Due by Comptroller	\$520,406.79
Mortgage Loans	12,000.00
Cash	4,371.11
	\$536,777.90.

CREDIT.

Public Library Fund:	
Fund of 1879 and prior years.....	\$ 23,534.44
Fund of 1903	496,872.35—\$520,406.79
W. H. Ryder fund.....	10,000.00
W. H. Ryder fund, interest.....	2,194.45
Jerome Beecher fund.....	2,000.00
Jerome Beecher fund, interest.....	1,073.40
Security deposits	818.25
Special deposits	200.00
Incidental fund	85.01
	\$536,777.90

STATEMENT OF RECEIPTS AND EXPENDITURES.

Three Months Ending February 28, 1903.

RECEIPTS.

To balance Public Library fund, Nov. 30, 1902.....	\$261,270.56
To miscellaneous receipts for quarter.....	2,298.94
To corporation taxes, 1900	7,912.56
To appropriation, 1903	450,000.00
	\$721,482.06
From which deduct—	
Loss and cost of collection, taxes 1901.....	\$18,550.89
Reduction to one mill limit on equalized valuation of	
\$402,495,131.00.....	30,724.50
Reduction under "Junk Law," 32 per cent.....	128,798.44
	\$543,408.23

EXPENDITURES.

By books	\$1,069.18
By newspapers and periodicals	1,395.62
By binding	2,413.13
By finding lists	116.35
By books lost and paid for—refunds.....	22.90
By freight and express	24.58
By postage	99.75
By delivery stations	571.59
By branch reading rooms	1,279.74
By salaries—	
Main Library	\$20,183.96
Branch reading rooms	1,125.00
Delivery stations	2,159.26—23,468.22
By miscellaneous expense	279.49
By printing and stationery	737.13
By fuel	1,940.21
By heating and generating plant	164.43
By electric supplies and repairs.....	55.56
By elevator supplies and repairs.....	13.27
By janitors' expense	77.52
By insurance	41.85
By interest on time warrants.....	12,765.36
Total expenditure during quarter.....	
	\$46,535.88
Balance of Library Fund.....	
	\$496,872.35

Amount charged to Comptroller—

Fund of 1879 (unavailable).....	23,594.44
Fund of 1903.....	496,872.35
	<u>\$520,466.79.</u>

CASH RECEIPTS AND EXPENDITURES.

December, 1902, January and February, 1903.

	December.	January.	February.
To cash at close of previous month.....	\$4,226.12	\$4,203.22	\$4,390.48
To Comptroller for incidental fund.....	123.76	175.16	
To miscellaneous receipts		10.00	
To finding lists	128.89	65.32	60.49
To books lost and paid for.....	38.50	43.35	46.93
To deposits	132.00	159.00	143.00
To fines	652.39	685.43	567.64
To W. H. Ryder Interest fund.....		265.06	12.50
To Jerome Beecher interest fund.....		14.66	50.00
	<u>\$5,301.66</u>	<u>\$5,621.20</u>	<u>\$5,271.04</u>
By Comptroller	819.78	804.10	675.06
By books	46.10	101.72	2.00
By newspapers and periodicals.....	40.52	58.10	.50
By binding	6.38		4.77
By books lost and paid for—refunds.....	4.00	11.15	7.75
By freight and express	.45	3.10	21.03
By delivery stations	.25		8.04
By branch reading rooms	3.50	3.60	
By miscellaneous expense	18.50	1.20	21.73
By postage	14.75	65.00	20.00
By printing and stationery	12.44	59.75	3.00
By heating and generating plant.....	17.02	1.00	16.45
By electric supplies and repairs.....	8.35		4.50
By elevator supplies and repairs.....	.25		
By janitors' expense	2.65		
By insurance			.60
By deposits repaid	103.50	122.00	114.50
By balance at close of month.....	4,203.22	4,390.48	4,371.11
	<u>\$5,301.66</u>	<u>\$5,621.20</u>	<u>\$5,271.04</u>

SUMMARY OF BALANCE.

	December.	January.	February.
W. H. Ryder Fund	\$10,000.00	\$10,000.00	\$10,000.00
Jerome Beecher Fund.....	2,000.00	2,000.00	2,000.00
W. H. Ryder Fund—Interest.....	1,916.89	2,181.95	2,194.45
Jerome Beecher Fund—Interest.....	1,008.74	1,023.40	1,073.40
Incidental fund	324.84	195.38	85.01
Security deposits	752.75	789.75	818.25
Special Deposits	200.00	200.00	200.00
	<u>\$16,203.22</u>	<u>\$16,390.48</u>	<u>\$16,371.11</u>
Deduct mortgage loans, Ryder and Beecher Funds invested	12,000.00	12,000.00	12,000.00
	<u>\$4,203.22</u>	<u>\$4,390.48</u>	<u>\$4,371.11</u>

On motion of Director Lowe, the
Board adjourned.

W. B. WICKERSHAM,
Secretary.

BOARD OF DIRECTORS
OF THE
CHICAGO PUBLIC LIBRARY.

REGULAR MEETING.

CHICAGO, THURSDAY, APRIL 9, 1903.

OFFICIAL RECORD.

There were present the Vice-President, Director Brosseau in the chair and Directors Franks, Bowers, Eckhart and Lowe.

Absent—Directors Meeker, Heldmann, Shields and the President.

MINUTES APPROVED.

On motion of Director Franks, the minutes of the regular meeting of March 26, 1903, were approved as recorded and printed, without being read.

COMMUNICATIONS.

Communications were received as follows:

From Mrs. W. J. Roberts, keeper of delivery station, 9, South, notifying the Board of the sale of her store to Mrs. C. M. Buckton, whom she recommends as a suitable person to have charge of said station.

Referred to the Committee on Delivery Stations.

From Mrs. Catherine M. Buckton, praying the Board to place delivery station 9, South, under her control.

Referred to the Committee on Delivery Stations.

From Mrs. Blanche Gilliver, keeper of delivery station 11, West, praying the Board to permit her to move said station one door east.

Referred to the Committee on Delivery Stations.

From sundry clerks in the circulating department, praying the Board to grant them an increase in salary.

Referred to the Committee on Administration.

From the firemen and oilers in the employ of the Board praying to be paid the same wages as are paid to other employés of the City of Chicago employed in the same capacity.

By consent, James C. Blaney, City Boiler Inspector, who was present, was granted permission to address the Board in behalf of this petition and urged it to grant the increase in pay petitioned for.

Referred to the Committee on Administration.

From A. S. Einstein, night watchman, praying that he be compensated by the Board for certain days upon which he worked during the past year which he claimed as holidays.

Referred to the Committee on Administration.

COMMITTEE ON LIBRARY.

On motion of Director Bowers the business in the hands of the Committee on Library was taken out of its hands.

The Librarian then presented a list of current American books, comprising 58 volumes, estimated to cost \$84.00.

Also, a list of continuations and periodicals to be paid for from the incidental fund, aggregating \$85.27.

Also, the Librarian's report for the month of March, 1903.

Also, the following bills:

A. C. McClurg & Co., books.....	\$1,490.39
Century Publishing & Engraving Co., books.	20.00
Otto Harrassowitz, books, Marks 1,261.60 (est.)	302.78
B. F. Stevens & Brown, periodicals and books, £138 5s. 11d. (est.)...	674.89
G. E. Stechert, books and periodicals.	13.65
P. Ringer & Hertzberg, binding..	6.00
Joseph Flucke, binding.....	392.20
Geo. E. Kochler, binding.....	392.87
The Barrett Bindery Co., binders.	236.24
Gane Brothers & Co., antique paper	21.00
N. B. Barlow Printing Co., printing.	68.75
Bradner Smith & Co., miscellaneous paper.	23.57
E. S. Rooks & Co., envelopes....	8.70
The Unger Printing Co., printing envelopes.	6.00
Cameron, Amberg & Co., shears, pencils, etc.	4.98
Geo. E. Cole & Co., miscellaneous stationery	9.05
P. A. Sallsbury-Schulz Co., dates.	12.00
A. L. A. Publishing Board, periodical cards, etc.	9.50
Library Bureau, white cards.....	7.75
W. B. Wickersham, Sec'y, cash expenditures for March, 1903.....	278.51

\$3,978.83

Director Bowers moved that the books and periodicals be ordered purchased; that the Librarian's report be filed and printed and that the bills be ordered paid.

Carried.

Yeas—Directors Franks, Bowers, Eckhart, Lowe and the Chair—5.

Nays—None.

COMMITTEE ON ADMINISTRATION.

Director Eckhart, Chairman of the Committee, reported back the petition of the employes of the engineering department referred to the Committee on February 26th last.

After some discussion, the petition was referred back to the Committee.

COMMITTEE ON DELIVERY STATIONS.

Director Bowers, Chairman of the Committee, presented the following bills audited and approved and moved that they be ordered paid.

Carried.

Yeas—Directors Franks, Bowers, Eckhart, Lowe and the Chair—5.

Nays—None.

George Bennett, shoeing horses....\$ 19.50
Isaac Shillington, boarding 7 horses. 140.00

\$159.50

COMMITTEE ON BUILDINGS AND GROUNDS.

Director Franks, Chairman of the Committee, moved that the business in its hands be taken up and be transacted by the Board.

Carried.

Director Franks, then stated that Carr Brothers, who own the store in which the Hyde Park reading room is located, have offered to rent the same to the Board for six months at the same price as last year, namely, \$50 per month.

He, also, stated that it is understood that the Blackstone Branch Me-

morial Library will not be ready for occupancy until some time in October next and recommended that the proposition of Carr Brothers to lease the room for six months at last year's price be accepted.

Concurred in.

Also, that the insurance on the plate glass windows of the Library expires on May 25th next and moved that the Secretary be directed to advertise for bids for insurance covering this risk for one year.

Carried.

Also, that the contract for coal will expire on May 31st next and moved that the Secretary be directed to advertise for bids for furnishing coal for the year ending May 31, 1904.

Carried.

Also, that the insurance on books, furniture and fixtures in the Library, amounting to \$150,000, will expire early in June; that this amount of insurance seemed excessive when the fire-proof construction of the building is taken into account, and moved that the Committee on Buildings and Grounds be requested to renew \$50,000 of this amount for five years.

Carried.

Also, that the shades in the reference room were in bad condition and needed renewal throughout and moved that the Secretary be directed to obtain bids for new shades for that room

Carried.

Yeas—Directors Franks, Bowers, Eckhart, Lowe and the Chair—5.

Nays—None.

He, also, presented a communication from J. F. McGuire proposing to sprinkle the streets around the four sides of the building from May 1, to

November 1, 1903, at \$30 per month and moved that the proposal be accepted.

Carried.

Also, the following bills and moved that they be ordered paid:

Carried.

Yeas—Directors Franks, Bowers, Eckhart, Lowe and the Chair—5.

Nays—None.

Carr Bros., rent, etc., Hyde Park Reading Room.	\$ 50.00
Geo. R. Nichols, rent, etc., Blue Island Av. Reading Room.....	55.00
Ernst Stock, rent, North Av. Reading Room.	55.00
Frederick Herhold, rent, etc., Milwaukee Av. Reading Room.....	60.00
Chas. G. Haddock, rent, W. Madison St. Reading Room.....	60.00
Maurice Dunne, rent, etc., State St. Reading Room.....	62.50
Youghiogeny & Lehigh Coal Co., coal.	34.10
The People's Gas Light & Coke Co., gas.	22.60
Welsbach Co., mantles.	14.40
Chicago Telephone Co., telephone service (3 mos.).	87.50
Sprague, Warner & Co., Ivory soap.	6.75
Wisconsin Lakes Ice Co., ice.....	8.14
Chicago Journal, advertising.....	9.75
John T. Connery, coal.....	572.33
Bartell Bros., oil.....	12.75
G. Bossenga, removing ashes.....	8.25
McMaster-Davis Supply Co., packing.	11.30
Dearborn Drug & Chemical Works, oil.	52.97
D. J. Gallagher Mfg. Co., white waste, etc.	11.91
Gallagher & Speck, operating cables and counter weight cables for certain elevators, etc.....	74.52
Colonial Electric Co., incandescent lamps (3,000).	435.00
Butler & Butler, ammonia, benzine, etc.	14.65
Wm. Dilley, brooms, etc.....	18.00
Wadhams Oil & Grease Co., soft soap.	28.74
Allan C. Durborow, Gen. Agt., liability insurance.	434.35

Traders' Insurance Co., insurance on books in bindery.....	46.30
W. B. Wickersham, Sec'y, cash expenditures for March, 1903.....	30.89
	\$2,277.70

NEW BUSINESS.

Director Eckhart proposed to amend Article XX of the by-laws by striking out in the second, third and fourth lines of next to the last paragraph thereof the words "except persons employed in the engineers' or janitors' departments"; by striking out the word "eighteen" in the fifth line of said paragraph and inserting in its place the word "twelve," and by striking out next to the last sentence of said para-

graph, beginning with the word "employés" and ending with the word "year," so that the paragraph as amended would read:

"All persons regularly employed in the Library shall be entitled to vacations at the rate of twelve days each year, exclusive of legal holidays and of Saturday half-holidays allowed from May 1 to October 1 to be arranged by the Librarian. A record of the attendance of each employé shall be kept, and no allowance shall be made for absence from duty except as above provided."

Referred to the Committee on By-Laws.

On motion, the Board adjourned.

W. B. WICKERSHAM,
Secretary.

REPORT OF LIBRARIAN FOR MARCH, 1903.

CIRCULATION OF BOOKS.

The number of books taken from the Library for home use during the month of March was 104,899, against 171,069 for the corresponding month of the previous year. The circulating department was open on 26 week days. The daily average week day circulation was 4,034.

REFERENCE ROOM.

	1903	1902
Number of recorded visitors.....	8,454	12,361
Books issued from stacks.....	23,020	33,614

No record was kept of the number of visitors who consulted the books on the open shelves.

ROOM FOR ART BOOKS.

Visitors, 872. Books consulted, 2,964.

PATENTS AND PUBLIC DOCUMENTS.

	1903	1902
Number of visitors.....	1,808	1,877
Volumes consulted.....	8,483	8,413

BOUND NEWSPAPERS AND BOOKS FOR THE BLIND.

Visitors, 277. Bound newspapers consulted, 544. Books for the blind circulated 85.

READING ROOM.

Periodicals issued at counter, 9,371. No record kept of use of periodicals and newspapers on open stands and racks. Mean attendance per hour, 268. Average maximum attendance per hour, 345.

BRANCH READING ROOMS.

	No. 1.	No. 2.	No. 3.	No. 4.	No. 5.	No. 6
Number of visitors.....	2,152	2,963	2,861	1,536	2,906	3,522
Periodicals issued.....	1,453	2,538	2,428	2,753	3,683	8,287
Books issued	903	1,261	1,210	1,199	961	1,660
Average Sunday visitors.....	68	103	75	44	94	114
Women visitors.....	60	410	280	599	131	587

DELIVERY STATIONS.

The number of books issued from 69 delivery stations was 54,859, against 112,837 from 66 stations for the same month of the preceding year.

REGISTRATION.

The number of cards issued on new registrations and re-registrations was 3,011 of which 1,604 were issued to males, and 1,407 to females. The registration of March, 1903, was 4,020. The number of two-year cards outstanding is 68,242.

BINDING DEPARTMENT.

Number of books at binderies March 1903.....	3,115
Number of books sent to binderies in March	1,841
Total number of books at binderies in March.....	4,956
Number of books received from binderies in March.....	3,025
Number of books at binderies March 31, 1902.....	3,025
Number of books repaired in Library in March.....	5,724

GROWTH OF THE LIBRARY.

The total number of volumes in the Library March. 31, 1903, was 282,925. Received since June 1, 1902 ;5999; since March. 1,1903, 1994. Books worn out and condemned since June 1, 2416 since March. 1, 275, Books lost and paid for since June 1, 413 since March. 1, 44. Books found and money refunded since June 1, 69; since March 1, 11.

Chicago, April 9, 1903.

FRED'K H. HILD,
Librarian.

1. 1898. 2. 1899.
1. 1900. 2. 1901.

1. 1902. 2. 1903. 3. 1904. 4. 1905.
1. 1906. 2. 1907. 3. 1908. 4. 1909.
1. 1910. 2. 1911. 3. 1912. 4. 1913.
1. 1914. 2. 1915. 3. 1916. 4. 1917.
1. 1918. 2. 1919. 3. 1920. 4. 1921.

BOARD OF DIRECTORS
OF THE
CHICAGO PUBLIC LIBRARY.

REGULAR MEETING.

CHICAGO, THURSDAY, APRIL 23, 1903.

OFFICIAL RECORD.

There were present the President, Director Peabody in the chair and Directors Brosseau, Franks, Bowers, Eckhart and Heldmann.

Absent—Directors Meeker, Lowe and Shields.

MINUTES APPROVED.

There being no objection, the President declared the minutes of the regular meeting held April 9, 1903, approved as recorded and printed, without being read.

COMMUNICATIONS.

Communications were received as follows:

From Mrs. Sophie Imbrit, keeper of delivery station 10, West, notifying the Board of the sale of her store to John W. Walters, whom she recommends as a suitable person to take charge of said station.

Referred to the Committee on Delivery Stations.

From John W. Walters, praying the Board to allow delivery station 10, West, to remain in its present location under his care.

Referred to the Committee on Delivery Stations.

From Banner Keene, a page, praying the Board to grant him a leave of absence of three weeks during the month of May.

Referred to the Committee on Administration.

From Jas. Connors, janitor, and A. J. C. Timm, clerk, tendering their resignations as employés of the Board.

Director Eckhart moved that the resignations of Messrs. Connors and Timm be accepted.

Carried.

COMMITTEE ON LIBRARY.

The Librarian, for the Committee, presented a list of current American books, comprising 96 volumes, estimated to cost \$96.

Director Bowers moved that the list of books be ordered purchased.

Carried.

Also, a list of special books and continuations to be paid for from the incidental fund, amounting to \$23.75.

Director Bowers moved that the

bills for special books and continuations be paid.

Carried.

COMMITTEE ON ADMINISTRATION.

Director Eckhart, Chairman of the Committee, presented the following recommendations and on behalf of the Committee recommended that they be concurred in:

That James Yarber, a janitor recently appointed, be discharged for incompetency, and that a requisition be made on the Civil Service Commission for a janitor to fill his place.

That Fred Ernst, a window washer at a salary of \$540 per year, be promoted to fill the vacancy created by the resignation of James Connors, a window washer at a salary of \$600 per year; and that a requisition be made for a window washer at a salary of \$540 per year *vice* Ernst promoted.

That John Meaden, an engineer, be laid off April 1, 1903, his services not being required during the warm season.

That Wm. D. Witt, a page, be promoted to the position of clerk in charge of the stack rooms, at a salary of \$800 per year, his name having been certified by the Civil Service Commission for such promotion.

Director Bowers moved that the recommendations be concurred in.

Carried.

Yeas—Directors Brosseau, Franks, Bowers, Eckhart, Heldmann and the President—6.

Nays—None.

Director Eckhart also reported back the petition of A. S. Einstein for pay for certain holidays on which he worked during the past year and recommended on behalf of the Committee that he be paid for eleven days at the rate of his regular salary and that he be granted the first Sunday of each month as a holiday, beginning

with the first Sunday in May, next.

Concurred in.

He also moved that a requisition be made upon the Civil Service Commission for a skilled janitor at a salary of \$600 per year.

Carried.

COMMITTEE ON DELIVERY STATIONS.

Director Bowers, Chairman of the Committee, stated that the delivery station service needed fifty trunks for the transmission of books and one dozen leather pockets for the transmission of papers and cards to and from the delivery stations; that inasmuch as the bid of J. H. McNamara a year ago was the lowest of a number received, your committee would recommend that an order be given to him for fifty trunks at \$5.00 each and that the Secretary be authorized to procure the pockets at a cost of not exceeding \$1.50 each and moved that the recommendation be concurred in.

Carried.

Yeas—Directors Brosseau, Franks, Bowers, Eckhart, Heldmann and the President—6.

Nays—None.

COMMITTEE ON BUILDINGS AND GROUNDS.

Director Franks, Chairman of the Committee, presented the following recommendations agreed upon by the Committee:

1. That the bids for window shades in the reference room, authorized at the last meeting of the Board, be referred to the Committee on Buildings and Grounds with power to act.

Concurred in.

Yeas—Directors Brosseau, Franks, Bowers, Eckhart, Heldmann and the President—6.

Nays—None.

2. That the opening of the bids for fire insurance on the books and fix-

tures of the Library be postponed from April 27 to May 11, 1903; this action being necessary on account of the re-rating of the building and its contents which the Board of Underwriters is now making.

The recommendation was concurred in.

3. That the proposals for plate glass insurance which are to be received on April 27th inst. be referred to the Committee on Buildings and Grounds, when received, with power to act; this action being recommended on account of the fact that the present policy which would have expired on May 25th next has been canceled by the agents and the plate glass is now without insurance.

The recommendation was concurred in.

Yeas—Directors Brosseau, Franks, Bowers, Eckhart, Heldmann and the President—6.

Nays—None.

4. That a contract be entered into with Borden & Selleck Co. for rebuilding the ash-handling machinery upon

their bid of \$725, this being the only bid received.

The recommendation was concurred in.

Yeas—Directors Brosseau, Franks, Bowers, Eckhart, Heldmann and the President—6.

Nays—None.

5. That the Secretary be authorized to have the flag poles on the building painted with a good coat of oil and lead and have the balls gilded, for the sum of \$12.

Concurred in.

On motion of Director Eckhart, the Board went into

EXECUTIVE SESSION,

with Director Bowers as Secretary *pro tem*.

Director Eckhart, Chairman of the Committee on Administration, presented and read the following report—being a roster of employes with their positions and salaries for the year, beginning May 1, 1903:

Roster of Employees.

Name.	Date of Entry.	Position	Salary 1903-04
Librarian's Office:			
Frederick H. Hild	8- 4-74	Librarian	\$4800
Ordering Department:			
Carl B. Roden	9-25-86	Superintendent	1500
Henrietta Lovi	3-12-92	Stenographer	900
Secretary's Office:			
W. B. Wickersham	7-20-72	Secretary	3500
Henry G. Wilson	10-22-87	Clerk	1300
Minnie E. Wills	4-16-95	Stenographer	850
Elie Hudon	8- 9-95	Clerk (Stock Room)	500
Cataloguing Department:			
E. F. L. Gauss	2-12-87	First Assistant Librarian	2400
Kate M. Henneberry	12-18-75	Asst. Librarian	1300
Elizabeth A. Young	12-29-75	Asst. Librarian	1300
John F. Phelan	12-11-80	Cataloguer	1300
Joseph J. McCarthy	3-12-92	Cataloguer	1000
Amelia M. Platt	11-27-86	Clerk	800
Emma Rommeiss	1-14-88	Clerk	800
Mary E. Remmer	4-11-91	Cataloguer	750
Emily E. Taylor	4-14-94	Clerk	750
Bessie Goldberg	4-14-94	"	700
Mary W. Wood	12-26-96	"	700

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Lydia G. Robinson	1-18-98	"	600
Mary T. Pierce	5-18-99	"	600
Circulating Department:			
B. M. Smith	10-22-87	Superintendent	1600
Ottillie Goldberger	10-14-82	Clerk	950
May I. Carroll	6-24-84	"	950
William D. Witt	1-18-98	"	800
Amanda Diehl	2-12-87	"	750
Jessie B. Perry	1-14-88	"	750
Katharine Donovan	5-25-89	"	650
Anita C. Davies	1-24-91	"	600
Nellie E. Doran	2-14-91	"	600
Mary Leonard	8- 9-95	"	600
Anna J. Ferguson	11-19-97	"	600
Ida B. Johnson	1-22-98	"	600
Anna C. Reque	5-17-99	"	550
Mathilda S. Nodek	7-10-99	"	500
Sarah McEvoy	9-21-99	"	450
Mary E. Rae	5-12-00	"	400
Augusta C. Kessell	5-14-00	"	400
Arthur S. Sweeney	7-13-97	Page	500
Aleck L. Bernstein	1-20-03	"	400
John S. Kozlowski	1-20-03	"	400
John Gawron	1-20-03	"	400
Joseph Shaffer	1-21-03	"	400
George L. Williams	1-21-03	"	400
Oscar S. Lippert	1-21-03	"	400
William J. Soper	1-23-03	"	400
Edward C. Burgeson	1-26-03	"	400
William H. Moore	2- 4-03	"	400
William Renner	2-18-03	"	400
George W. Patterson	3-12-03	"	400
Benjamin Iscovitz	3-30-03	"	400
1 Page			400
Registry Department:			
Lilyan G. Morawski	4- 8-80	Clerk in charge	1250
Anna Riordan	2-14-91	Clerk	750
Reference Department, (including Public Card Catalogue Room, Study Room and Art Room):			
Carrie L. Elliott	2-12-81	Superintendent	1300
Charles A. Larson	4-11-91	Clerk	1000
Frank E. Waska	12-27-84	Clerk (Art Room)	950
Margaret Kearney	2- 8-79	Clerk	800
Hattie Hyde	5- 9-85	Clerk	800
George A. Thompson	7-25-98	Page	600
Arthur A. Anderson	9-26-01	"	400
Reading Room (including Back Number Room):			
Reidar Arentz	6-28-84	Superintendent	1300
John E. Kostka	6-19-86	Clerk	750
Frank Schmidt	4-11-91	"	650
Patent Department (including Public Documents,			

Books for the Blind, and Bound Newspapers):			
Charles R. Barnes	3-24-88	Superintendent	950
Edward Henwood	4-11-91	Clerk	700
Binding Department:			
J. Ritchie Patterson	10-14-82	Superintendent	1300
Mary M. Hishen	1-14-88	Clerk	800
Margaret Crain	9-28-89	"	750
Anna Fitzgerald	2-12-81	"	600
Stephanie Skorazinska	11-28-85	"	550
Agnes Donoghue	4-14-94	"	550
Agnes Thorsell	11-26-00	"	400
Delivery Station Department:			
William A. Purer	11-26-79	Superintendent	1600
Otto Goldberger	6-28-84	Clerk	1000
Emanuel Holy	4-12-90	"	850
Thomas B. Martens	11- 9-89	"	750
John Toman	10-25-90	"	700
Christian Sonne	4-23-92	"	700
George F. Bell	4-14-94	"	650
Edward A. Pieper	4-22-93	"	600
George S. King	8-24-95	"	600
Richard C. Neubauer	2-13-97	Page	500
Edward H. Blohm	1-26-98	"	500
Francis B. Allegetti	2-16-98	"	400
Banner Keene	4-27-98	"	400
Albert E. Evans	4-30-98	"	400
Edward J. Walsh	11-10-00	"	400
James P. Mariotti	3-25-01	"	400
Myer Linker	6-11-01	"	400
Maurice Horwitz	10-21-01	"	400
Joseph A. Marshall	11- 4-01	"	400
Matthew McBride	3-20-02	"	400
Longin Tuma	1-20-03	"	400
Louis Warsawsky	1-20-03	"	400
Telephone Operator:			
Rebecca M. Burke	10-27-97	Telephone Operator	500
Evening, Sunday and Holiday Service:			
Charles Lhotka	4-13-83	Superintendent	1100
(Temporarily assigned to day work.)			
Branch Reading Rooms:			
Julius C. Greenbaum	8-12-01	Superintendent, Hyde Park	900
Samuel Rogalski	11- 9-98	Superintendent, Milwaukee Av.	900
James C. Barbee	1-12-89	Superintendent, State St.	900
Fred F. Rex	9- 1-98	Superintendent, W. Madison St.	900
Christian A. Lange	2-14-91	Superintendent, North Av.	900
John A. Young	6-27-91	Superintendent, Blue Island Av.	900
Janitors' Department:			
Janitors:			
James J. Linehan	9- 1-97	Chief Janitor	1400
Newton S. Purviance	5-15-81	Janitor	700
Frank Bergman	9- 3-98	"	750
Emil Schoenbacher	6-19-86	"	650

James C. King	8-24-95	"	650
Anton Faroli	7-27-97	Marble Cleaner	600
Gustave Schulz	7-27-01	Window Cleaner	600
Fred Ernst	8- 5-01	" "	600
Peter Anderson	4-18-03	" "	540
John A. Johnson	12-16-98	Janitor	600
John Christian	3-31-99	"	600
Isaac Sandler	9- 3-97	"	540
William McDearmed	8-22-00	"	540
William P. Shanley	8-22-00	"	540
William J. Beck	4-15-03	"	540
1 Marble Cleaner			600
Janitresses:			
Annie Marzi	10- 5-97	Janitress	480
Sophia Ramsey	10- 5-97	"	480
Catherine Murray	10-14-97	"	480
Ellen McDonald	10-16-97	"	480
Annie Wandel	6- 6-00	"	480
Gertrude Martin	12-12-01	"	480
Watchmen:			
Christian Ullrich	5-27-93	Watchman	950
Aaron S. Einstein	9- 8-88	"	850
Elevator Operators:			
John I. Byrne	10-22-97	Elevator Operator	600
Abraham Harris	11-10-97	" "	600
Charles McDonough	11-22-97	" "	600
Samuel I. Alston	11- 1-00	" "	600
Engineers' Department:			
Engineers:			
Jacob Reitz	1-25-97	Chief Engineer	2206
Charles I. Moulton	2- 2-97	First Assistant Engineer	1500
Ernest A. Hart	8-16-97	Second Assistant Engineer	1400
Robert G. Allison	4-19-98	Assistant Engineer	1300
Firemen:			
Amby J. Beery	11-26-97	Fireman	720
John Guthrie	5- 9-98	"	720
Coal Passers:			
John Clarke	10-13-99	Coal Passer	600
John Mooney	4- 9-03	" "	600
Oilers:			
Thomas Guthrie	10- 4-97	Oiler	720
Thomas Davis	4-12-98	"	720
Laborer:			
Antonio Felliceo	11-18-97	Laborer	\$1.75 per day.
Drivers:			
George A. Wiborg	5- 1-02	Driver	600
Patrick J. Carmody	5-22-02	"	600
Frederick C. Lutter	7- 1-02	"	600

Director Franks moved, seconded by
 Director Bowers, that the report and
 roster of employes presented by the

Committee on Administration be adopt-
 ed.

Carried.

Yeas—Directors Brosseau, Franks, Bowers, Eckhart, Heldmann and the President—6.

Nays—None.

Director Eckhart moved that Frederick H. Hild be elected Librarian; and that E. F. L. Gauss be elected first assistant Librarian for the ensuing

year.

Carried.

The Board then resumed open session and approved of its proceedings in executive session as reported by its Secretary.

The Board then adjourned.

W. B. WICKERSHAM,
Secretary.

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BOARD OF DIRECTORS OF THE CHICAGO PUBLIC LIBRARY.

REGULAR MEETING.

CHICAGO, THURSDAY, MAY 14, 1903.

OFFICIAL RECORD.

There were present Directors
Franks and Eckhart.

Absent—Directors Brosseau, Meeker,
Bowers, Heldmann, Lowe, Shields
and the President.

No quorum appearing, the meeting
was adjourned.

W. B. WICKERSHAM,
Secretary.

REGULAR MEETING.

CHICAGO, THURSDAY, MAY 28 1903.

OFFICIAL RECORD.

There were present the President,
Director Peabody in the chair and Directors
Brosseau, Franks, Bowers
and Eckhart.

Absent—Directors Meeker, Held-
mann, Lowe and Shields.

MINUTES APPROVED.

There being no objection, the President
declared the minutes of the regular
meeting held April 23, 1903, approved
as recorded and printed, without
being read.

COMMUNICATIONS.

The President called attention to
two communications, which had been

handed to him, received respectively
by Mr. H. H. Gage, Chairman of the
House Committee of the Grand Army
Hall and Memorial Association of Illinois,
from Chas. H. Taylor, Commander
Geo. H. Thomas Post, and Capt. F. B.
Meacham of the same Association from
W. H. Rose, its Secretary, calling
attention to the fact that the lights
are sometimes turned off of the Grand
Army rooms before the occupants have
time to leave the building, and to the
lack of lights in the street lamps on
Randolph street, and some

matters connected with the janitor service.

The Secretary was directed to reply to these communications and call the attention of the writers to the fact that the lease with the Grand Army Hall and Memorial Association of Illinois provides for light between 9 a. m. and 10 p. m., but that the Library Board will, on special occasions, when notified beforehand, furnish light until a later hour.

In the matter of the street lights, Director Bowers moved that the street lamps be put in order and that they be lighted every evening the same hours as before May 1, 1902.

Carried.

Yeas—Directors Brosseau, Franks, Bowers, Eckhart and the President—5.

Nays—None.

Communications were also received as follows:

From the Weaver Coal Company, making application for test of its coal preparatory to making a bid for supplying the same. As the time for making such application has expired the communication was ordered to be filed.

From citizens in the vicinity of 483 S. 40th avenue and in the vicinity of 151 W. 59th street, praying the Board to establish delivery stations at those numbers.

Referred to the Committee on Delivery Stations.

From Milo Putney, keeper of delivery station 8, West, located at 1022 Millard avenue, praying the Board to allow him to remove that station across the street to No. 1037 Millard avenue.

Referred to the Committee on Delivery Stations.

From John J. Enright, former elevator operator, making a claim for salary lost on account of being compelled to take an enforced vacation without pay and for certain Sunday work for which he claims not to have been paid.

Referred to the Committee on Administration.

From N. S. Purviance, janitor, praying the Board to reimburse him for salary deducted for two days on account of not ringing on the time clock.

Referred to the Committee on Administration.

From the assistant engineers and the firemen and oilers, praying the Board to pay them for working on certain holidays in February and April, 1903.

Referred to the Committee on Administration.

From Patrick J. Carmody, driver, tendering his resignation as an employé of the Board.

On motion of Director Eckhart, the resignation of Mr. Carmody was accepted.

From Miss Hattie Hyde, clerk, tendering her resignation as an employé of the Board.

Director Eckhart moved that the resignation of Miss Hyde be accepted and that the Secretary be directed to tender to her an expression of the Board's appreciation of her character and faithful services while in its employ.

Carried.

COMMITTEE ON LIBRARY.

Director Brosseau, Chairman, in the absence of a majority of the committee, moved that the business in its

hands be taken up and be acted upon in open Board.

Carried.

Director Brosseau then presented the following lists of books:

A list of extra copies of recent books, comprising 100 volumes, estimated to cost \$100; a list of current American books, comprising 113 volumes, estimated to cost \$125; a list of English books, comprising 118 volumes, estimated to cost \$125; a list of miscellaneous books, continuations and periodicals, to be paid for from the incidental fund, amounting to \$98.89.

Director Brosseau moved that the various lists of books be ordered purchased.

Carried.

Yeas—Directors Brosseau, Franks, Bowers, Eckhart and the President—5.

Nays—None.

Director Brosseau also presented the annual report of the Committee and it was received and referred to the President.

Also, the Librarian's report for the month of April, 1903, and it was approved and ordered to be printed and filed.

Director Brosseau stated that the edition of the history and biography finding list was exhausted and that the Librarian desired to print a new edition of 500 copies; that the copy for the revised edition for the geography and travels finding list and the poetry and drama finding list is now ready for the printer, and that the Librarian desired authority to have plates made for the same at a cost of about \$500.

Director Brosseau moved that the Librarian be authorized to proceed

with the printing of a new edition of the history and biography finding lists, and with the preparation of the plates for the other finding lists mentioned:

Carried.

Yeas—Directors Brosseau, Franks, Bowers, Eckhart and the President—5.

Nays—None.

Director Brosseau, also, stated that the Librarian needed a small four-tray cabinet for the reading room at a cost of eight dollars, and a six-tray cabinet for the reference room at a cost of twelve dollars, and moved that the cabinets be ordered purchased.

Carried.

Director Brosseau, also, called up the petition of the teachers of the public schools, received November 18, 1902. After some discussion the matter was referred back to the Committee for further consideration and report.

Director Brosseau, also, presented the following bills and moved that they be ordered paid.

Carried.

Yeas—Directors Brosseau, Franks, Bowers, Eckhart and the President—5.

Nays—None.

A. C. McClurg & Co., books.....	\$540.32
P. Ringer & Hertzberg, binding...	503.35
Joseph Flueke, binding.....	361.61
Geo. E. Koehler, binding.....	81.60
The Barrett Bindery Co., binders..	11.25
Bradner Smith & Co., miscellaneous paper	39.32
N. B. Barlow Printing Co., printing minutes	18.00
Geo. E. Cole & Co., mimeograph outfit	12.50
Edwards & Hancock, carbon paper	6.00
Library Bureau, white cards.....	13.07
A. L. A. Publishing Board, printed catalog cards	6.00

W. B. Wickersham, Sec'y, cash expenditures for April, 1903.....	161.44
	<u>\$1,754.46</u>

COMMITTEE ON ADMINISTRATION.

Director Eckhart, Chairman, presented the annual report of the Committee and it was received, ordered printed, and referred to the President. *To the President and Board of Directors, Chicago Public Library.*

GENTLEMEN:—In compliance with the by-laws of the Chicago Public Library your Committee on Administration begs leave to submit herewith a report upon matters under its supervision for the eleven months from June 1, 1902, to April 30, 1903.

On June 1, 1902, the Library service comprised 146 persons. On April 30, 1903, the number of employes was 143, and there were outstanding three requisitions upon the Civil Service Commission for filling vacancies; the complete roster on April 30, 1903, therefore numbered 146 employes.

A statement of the transactions with the Civil Service Commission, showing the number of resignations and other separations from the service and the number of persons certified and appointed, is given in the following table:

Number of persons in service June 1, 1902.....	146
Resigned June 1, 1902 to April 30, 1903.....	40
Promoted by Civil Service Commission.....	1
Separated by Civil Service Commission.....	3
Discharged.....	6
Transferred to other city departments.....	2
Laid off.....	1
Died.....	2
Temporary appointees dismissed.....	9
Temporary appointee resigned.....	1
Temporary appointee discharged.....	1
	<u>66</u>
Total number of persons separated from service June 1, 1902, to April 30, 1903.....	66
	<u>80</u>

Certified for permanent positions June 1, 1902, to April 30, 1903.....	97
Failed to report.....	21
Waived certification or declined appointment.....	20
Extra certifications (promotional).....	4
	<u>45</u>
Appointed permanently....	52 52
Certified for temporary positions June 1, 1902, to April 30, 1903.....	9
Failed to report.....	1
Declined appointment.....	3
	<u>4</u>
Appointed temporarily....	5 5
Appointed temporarily by authority under sixty-day rule.....	9
	<u>—</u>
Total number appointed June 1, 1902, to April 30, 1903.....	66 66
Number of persons in service April 30, 1903.....	146
Less sixty-day appointees.....	3
	<u>143</u>
Outstanding requisitions....	3
	<u>146</u>

Total roster April 30, 1903.. 146

A complete list of the persons separated from the service will be found in Appendix A of this report, while in Appendix B is given a schedule showing the manner in which every vacancy was filled.

In the following table is given an analysis of the pay roll of the Library from June 1, 1902, to April 30, 1903, showing the total amount of the salaries of employes on the Library roster, and also the moneys paid to keepers of delivery stations:

	Main	Branch	Delivery Stations: Monthly	Totals
Month Library Reading Room			Keepers Pay—Rolls	
Jun. \$7,213.36	\$450.00	\$922.95	\$8,586.31	
Jul. 7,289.73	450.00	865.18	8,604.91	
Aug. 6,458.04	450.00	878.73	7,786.77	
Sep. 6,729.98	450.00	832.54	8,012.52	
Oct. 7,063.66	450.00	882.49	8,396.15	
Nov. 7,625.20	450.00	838.45	8,913.65	
Dec. 7,850.49	450.00	904.23	9,204.72	
Jan. *6,144.52	*337.50	*648.45	*7,130.47	
Feb. *6,188.95	*337.50	*606.58	*7,133.03	
Mar. *12,142.21	*675.00	*1,317.74	*14,134.95	
Apr. 8,138.49	450.00	861.08	9,449.57	

\$82,844.63 \$4,950.00 \$9,558.42 \$97,353.05

Seventy-five per cent only.

* Reserve 25 per cent for January and February included.

The annual inventory of the Library is now in progress and will be completed so that the statistics showing the number of volumes missing from the shelves may appear in the annual report for the year ending May 31, 1903.

Respectfully submitted,

JOHN W. ECKHART,

JACOB FRANKS,

J. F. BOWERS,

Committee on Administration.

CHICAGO, May 28, 1903.

Appendices A and B of this report are on file in the Secretary's office.

Director Eckhart, also, presented the following report and moved that it be approved and that the recommendations contained therein be concurred in.

Carried.

*To the President and Board of Directors,
Chicago Public Library.*

GENTLEMEN:—Your Committee on Administration begs leave to submit the following recommendations in regard to matters under its supervision:

1. That the petition of Otto Goldberger, praying the Board to allow him one month's leave of absence, be granted without pay.

2. That the petition of Banner Keene for three weeks' leave of absence in May be not granted.

3. That a requisition be made upon the Civil Service Commission for one driver, to succeed Patrick J. Carmody, resigned.

4. That a requisition be made upon the Civil Service Commission for one page to fill the vacancy created by the promotion of William D. Witt.

5. That a requisition be made upon the Civil Service Commission for one janitor to fill the position vacated by Isaac Sandier, who was laid off at his own request on account of illness.

6. That the salary of Agnes Thorsell, a clerk in the binding department, be fixed at \$450 per annum, to date from May 1, 1903.

7. That all petitions in the hands of the Committee relating to salaries and leaves of absence be placed on file.

All of which is respectfully submitted.

JOHN W. ECKHART,

JACOB FRANKS,

J. F. BOWERS,

Committee on Administration.

CHICAGO, May 21, 1903.

COMMITTEE ON DELIVERY STATIONS.

Director Bowers, Chairman, presented the annual report of the Committee and it was received and referred to the President.

Director Bowers, also, presented the following report and moved that it be adopted and that the recommendations contained therein be concurred in.

Carried.

*To the President and Board of Directors,
Chicago Public Library.*

GENTLEMEN:—Your Committee on Delivery Stations begs leave to report back sundry petitions for changes in the care of delivery stations and removals of same and would recommend:

1. That the resignation of Mrs. W. J. Roberts as keeper of station No. 9 South be accepted and that Mrs. C. M. Buckton be appointed keeper of said station.

2. That Mrs. Blanche Gilliver, keeper of station No. 11 West, located at 1170 W. Byron street, be granted permission to remove said station one door east.

3. That the resignation of Mrs. Sophie Imbrit as keeper of station No. 10 West be accepted and that John W. Walters be appointed keeper of said station.

4. That Milo Putney, keeper of station No. 8 West, be granted permission to remove said station from its present location, No. 1022 Millard avenue, to No. 1037 Millard avenue.

5. That all communications in the hands of the Committee relative to daily deliveries of books between the main Library and the delivery stations be placed on file.

All of which is respectfully submitted,

J. F. BOWERS,

Z. P. BROSEAU,

Committee on Delivery Stations.

He, also, presented the following bills, approved, and moved that they be ordered paid.

Carried.

Yeas—Directors Brosseau, Franks, Bowers, Eckhart and the President—5.

Nays—None.

Isaac Shillington, boarding horses.....	\$140.00
George Bennet, shoeing horses.....	16.75
John J. McGrath, delivery station sign	6.00
	\$162.75

COMMITTEE ON BUILDINGS AND GROUNDS.

Director Franks, Chairman, presented the annual report of the Committee and it was received and ordered printed and referred to the President.

To the President and Board of Directors,
Chicago Public Library.

GENTLEMEN:—Your Committee on Buildings and Grounds begs leave to submit its report for the year ending May, 1903:

Under the economical administration in vogue the past year your Committee has had but little business to superintend outside of current and ordinary contracts.

After considerable controversy between the contractors for plate glass insurance and your Board, in which the former took the ground that breaks in certain plate glass windows were due to imperfect setting, which was under control of the Board, and hence according to the terms of the policy were not a liability on the insurance company, the company de-

cided to yield the point in controversy and is now replacing all lights broken from whatever cause during the continuance of its policy. The insurance company, however, canceled its policy about one month before its expiration, returning the proportion of the premium paid provided for in its policy. A new policy of insurance written by the New Jersey Plate Glass Insurance Company went into effect on April 29, 1903.

The only repairs and alterations made the past year was to the equipment of the mechanical plant. The air-washing and drying device in one of the air inlets, being destroyed by rust, was replaced with copper instead of galvanized iron, at a cost of \$416.

A contract has, also, been awarded for the replacing of the ash-handling machinery and the work of installation will soon be commenced.

The branch reading rooms were all re-rented for the current year at the same price paid last year, except the room at 21 Blue Island avenue, where five dollars a month additional was agreed to. The room at 5315 Lake avenue was rented for only six months on account of the fact that the Blackstone Memorial Library will be ready for occupancy about the first of October.

Your Committee would state that there are a number of repairs which should be made to the building, if it is to be kept in good order, and recommends that such additional help be employed as is needed to keep the building in perfect condition at the earliest moment consistent with the economical administration of the Library. Respectfully submitted,

JACOB FRANKS,

JOHN W. ECKHART,

Committee on Buildings and Grounds.

CHICAGO, May 28, 1903.

Director Franks, also, presented the following report:

*To the President and Board of Directors,
Chicago Public Library.*

GENTLEMEN:—Your Committee on Buildings and Grounds, to which was referred, with power to act, at last meeting of the Board, the matter of awarding a contract for window shades in the reference room and the receiving of bids and the awarding of a contract for plate glass insurance, begs leave to report as follows:

1. After an examination of the bids and samples of goods offered, your Committee authorized the Secretary to enter into a contract with the Garden City Shade Company for shades for the reference room, according to scheme II, upon their bid of \$138, this being the lowest of a number of proposals received.

2. Your Committee received several proposals for placing insurance upon the plate glass in the Library building and accepted that of Oscar B. Swanson to write a policy in the New Jersey Plate Glass Insurance Company for one year, commencing April 29, 1903, at a cost of \$750, this company's proposal being the lowest received.

All of which is respectfully submitted.

JACOB FRANKS.

JOHN W. ECKHART,

Committee on Buildings and Grounds.

CHICAGO, May 14, 1903.

Director Bowers moved that the report be adopted.

Carried.

Director Franks stated that but three bids for supplying the Library with smokeless coal for the ensuing year had been received, namely;

	Per ton.
F. G. Hartwell Company.....	\$4.60
John T. Connery.....	4.45
Youghiogheny & Lehigh Coal Co.....	4.45

and recommended that a contract for one-half the coal necessary for the ensuing year be awarded to F. G. Hartwell Company and that a contract

for one-half the coal necessary for the ensuing year be awarded to John T. Connery, and moved that the recommendations be concurred in.

Carried.

Yeas—Directors Brosseau, Franks, Bowers, Eckhart and the President—5.

Nays—None.

Director Franks, also, stated that bids had been received from sundry insurance agents for insurance on the books and fixtures of the Library for five years, commencing June 4th and 10th next, the rates offered being the same in each case, namely;

On a basis of 50 per cent co-insurance, \$1.08 for five years.

On a basis of 60 per cent co-insurance, \$1.44 for five years.

On a basis of 70 per cent co-insurance, \$1.32 for five years.

On a basis of 80 per cent co-insurance, \$1.20 for five years.

After some consideration Director Eckhart moved that it is the sense of the Board that some insurance on the books and fixtures of the Library be carried; that the action of the Board on April 9th last fixing the amount of insurance to be placed at \$50,000 be reconsidered and that the question of the amount of insurance and the basis upon which it shall be carried be referred back to the Committee on Buildings and Grounds with power to act.

Carried.

Yeas—Directors Brosseau, Franks, Bowers, Eckhart and the President—5.

Nays—None.

Director Franks presented the following bills approved and moved that they be ordered paid.

Carried.

Yeas—Directors Brosseau, Franks,

Bowers, Eckhart and the President—5.

Nays—None.

Carr Bros., rent, etc., Hyde Pk. reading room	\$50.00
Frederick Herhold, rent, etc., Milwaukee Av. reading room....	60.00
Geo. R. Nichols, rent, etc., Blue Island Av. reading room.....	55.00
Ernst Stock, rent North Av. reading room	55.00
Chas. G. Haddock, rent W. Madison St. reading room.....	60.00
Maurice Dunne, rent, etc., State St. reading room	62.50
The People's Gas Light & Coke Co., gas, br. reading rooms.....	24.20
Ogden Gas Co., gas, br. reading room	6.15
Wisconsin Lakes Ice Co., ice.....	8.88
King's Model Laundry Co., laundering towels (2 mos.)	43.52
A. Henrotin Co., castile soap.....	30.00
Chicago Journal, miscellaneous advertisements for bids.....	21.26
The Oliver Typewriter Co., repairing machine	6.35
City Collector, City of Chicago, street car books (2).....	8.60
John T. Connery, coal, Ocean Smokeless	423.90
Bartell Bros., oil	13.50
G. Bossenga, removing ashes.....	8.25
Robt. E. Hills, brass castings and labor	13.39
Geo. B. Carpenter & Co., 50¼ yds duck	6.03
Samuel Harris & Co., wrench, blades, etc.	5.99
Dearborn Drug & Chemical Works, oil	32.45
Central Electric Co., portable electric stoves	16.14
H. Channon Co., rope, etc., for tackle	22.23
Bentley & Gerwig, Ltd., mops and twine	42.81
Wadhams Oil & Grease Co., fig soap	28.08
W. H. Salisbury & Co., rubber soap dishes, etc.....	10.85
The James H. Rice Co., oil and lead	4.93
F. Herhold & Sons, reupholstering, etc., 20 chairs	40.00
Western Underwriters' Associa-	

tion, Inc., insurance on pl. glass.	750.00
E. Baggot Co., plumbing, labor and repairs	66.70
W. B. Wickersham, Sec'y, cash expenditures for April, 1903.....	35.95
	\$2,012.66

COMMITTEE ON FINANCE.

Director Franks, for the Committee, presented the annual report of the Committee and it was received and ordered printed:

*To the President and Board of Directors,
Chicago Public Library.*

GENTLEMEN:—Your Committee on Finance begs leave to report upon the general financial condition of the Public Library for the past year as follows:

On account of the uncertainty of the amount of the assessed valuation of property for 1902, your Board inaugurated about one year ago a plan for reducing the expenses of the Library to such an amount as would certainly come within the taxes levied for Library purposes for that year. As compared with the previous year this reduction in expenses amounted to \$83,692.63, though it should be stated that during the first part of 1902 there were one or two large expenses to which nothing similar occurred during the last twelve months. The total assessed valuation for 1902 was \$402,495,131, which would have given the Library a levy of \$402,495. The Juul law, however, reduced this amount to \$273,696.69. Notwithstanding this reduction there was to the credit of the Library fund on January 1, 1903, \$67,036.08.

The City Council appropriated for Library purposes for the current year \$450,000. Should the city valuation reach \$450,000,000, as it is confidently believed by many it will, the Library cannot only reopen all its departments next fall, but it will be able to go through next year with a very limited sale of anticipation warrants.

Up to this date \$130,000 of the \$200,-

000 anticipation warrants sold last year have been called in and paid by the City Comptroller and \$70,000 of such warrants have been sold against the current year's appropriation.

All of which is respectfully submitted.

JACOB FRANKS,
JOHN W. ECKHART,
Committee on Finance.

CHICAGO, May 28, 1903.

On motion, the Board adjourned.
W. B. WICKERSHAM,
Secretary.

REPORT OF LIBRARIAN FOR APRIL, 1903.

CIRCULATION OF BOOKS.

The number of books taken from the Library for home use during the month of April was 95,854, against 153,575 for the corresponding month of the previous year. The circulating department was open on 25 week days, being closed on April 7 (election day). The daily average week day circulation was 3,834.

REFERENCE ROOM.

	1903.	1902.
Number of recorded visitors.....	7,373	9,410
Books issued from stacks.....	20,605	26,167
No record was kept of the number of visitors who consulted the books on the open shelves.		

ROOM FOR ART BOOKS.

Visitors, 750. Books consulted, 2,819.

PATENTS AND PUBLIC DOCUMENTS.

	1903.	1902.
Number of visitors.....	1,660	1,641
Volumes consulted	7,770	7,523

BOUND NEWSPAPERS AND BOOKS FOR THE BLIND.

Visitors, 223. Bound newspapers consulted, 348. Books for the blind circulated, 78.

READING ROOM.

Periodicals issued at counter, 8,554. No record kept of use of periodicals and newspapers on open stands and racks. Mean attendance per hour, 233. Average maximum attendance per hour, 293.

BRANCH READING ROOMS.

	No. 1.	No. 2.	No. 3.	No. 4.	No. 5.	No. 6.
Number of visitors.....	1,890	2,303	2,381	1,200	2,382	2,910
Periodicals issued	1,241	2,080	2,100	2,331	2,970	3,262
Books issued	793	883	919	1,005	836	1,593
Average Sunday visitors.....	50	82	62	35	84	100
Women visitors	63	331	243	474	111	476

DELIVERY STATIONS.

The number of books issued from 69 delivery stations was 51,223, against 103,874 from 67 stations for the same month of the preceding year.

REGISTRATION.

The number of cards issued on new registrations and re-registrations was 2,172, of which 1,174 were issued to males and 998 to females. The registration of April, 1902, was 3,361. The number of two-year cards' outstanding is 67,504.

BINDING DEPARTMENT.

Number of books at binderies March 31, 1903.....	3,025
Number of books sent to binderies in April.....	1,435
Total number of books at binderies in April.....	4,460
Number of books received from binderies in April.....	2,475
Number of books at binderies April 30, 1903.....	1,985
Number of books repaired in Library in April.....	4,588

GROWTH OF THE LIBRARY.

The total number of volumes in the Library April 30, 1903, was 283,621. Received since June 1, 1902, 7,075; since April 1, 1903, 1,076. Books worn out and condemned since June 1, 2,773; since April 1, 357. Books lost and paid for since June 1, 439; since April 1, 26. Books found and money refunded since June 1, 72; since April 1, 3.

Chicago, May 14, 1903.

FRED'K H. HILD,
Librarian.

BOARD OF DIRECTORS
OF THE
CHICAGO PUBLIC LIBRARY.

REGULAR MEETING.

CHICAGO, THURSDAY, JUNE 11, 1903.

OFFICIAL RECORD.

There were present the Vice-President, Director Brosseau in the chair, and Directors Franks, Eckhart, Heldmann and Lowe.

Absent—Directors Meeker, Bowers, Shields and the President.

MINUTES APPROVED.

On motion of Director Franks, the minutes of the regular meetings of May 14, and 28, 1903, were approved as recorded and printed, without being read.

COMMUNICATIONS.

A communication was received from J. T. Connery, to whom was awarded at last meeting of the Board a contract for one-half the coal required by the Public Library for the year ending May 31, 1904, in which he declines, for reasons given, to accept the award and a similar communication was received from F. G. Hartwell Company to whom was awarded a contract for the other half of the coal required by the Library for the same time.

The communications were temporarily laid over for consideration.

Communications were also received as follows:

From Commonwealth Electric Company enclosing a contract for furnishing electric current to the Blackstone Memorial Branch Library, when the same shall be open to the public.

Referred to the Committee on Buildings and Grounds.

From Miss Laura S. Bass, requesting permission to close delivery station No. 19 South, during the months of July, August and September, provided it can be opened again on the 1st of October.

Referred to the Committee on Delivery Stations.

From Thos. H. Cannon recommending that a delivery station be established at 483 S. 40th avenue.

Referred to the Committee on Delivery Stations.

From Mrs. Mary Rooks, keeper of delivery station, No. 6 West, relative

to the hours for keeping said station open.

Referred to the Committee on Delivery Stations.

From Dorothy & Chapman, keepers of delivery station No. 11 North, notifying the Board that they have sold their store at 1956 N. Halsted street, to its former owner, Mrs. A. Worth, and recommending that the delivery station be allowed to remain in her care.

Referred to the Committee on Delivery Stations.

From Otto Goldberger, clerk, praying the Board to extend his leave of absence until August 1, 1903.

Referred to the Committee on Administration.

From employes in the engineers' department calling the attention of the Board to their communication of February 10, 1903, and insisting that they be given the same consideration as other employes of the Board.

Referred to the Committee on Administration.

COMMITTEE ON LIBRARY.

Director Heldmann, for the Committee, presented the following lists of books and recommended on behalf of the Committee that they be ordered purchased:

A list of miscellaneous books, comprising 169 volumes, estimated to cost \$609.85 and a list of current American books comprising 96 volumes, estimated to cost \$134.

Director Franks moved that the books be ordered purchased.

Carried.

Yeas—Directors Franks, Eckhart, Heldmann, Lowe and the Chair—5.

Nays—None.

Director Heldmann also presented the following bills and recommended that they be paid from the incidental fund. The recommendation was concurred in.

Chas. Macdonald, miscellaneous periodicals.	\$33.77
Funk & Wagnalls Co., Jewish Encyclopedia, v. 4.	6.00
	\$39.77

Also, the report of the Librarian for May, 1903, and it was ordered printed and filed.

Director Heldmann also recommended that article XXIII, section 2 of the by-laws be amended by adding thereto:

Special privilege cards may be issued to teachers in the public schools entitling the holder to draw six books at a time for the use of pupils, subject to the general rules governing the circulation of books.

Referred to the Committee on By-Laws.

Director Heldmann also presented the following bills audited and approved.

On motion of Director Franks, the bills were ordered paid.

Carried.

Yeas—Directors Franks, Eckhart, Heldmann, Lowe and the Chair—5.

Nays—None.

A. C. McClurg & Co., books.	\$ 967.94
Clyde H. Hall, sub. to daily newspapers.	46.00
P. Ringer & Hertzberg, binding.	68.25
Joseph Flucke, binding.	383.80
Geo. E. Koehler, binding.	262.71
Peterson Linotype Co., linotype work on bulletin No. 62.	32.30
N. B. Barlow Printing Co., printing minutes, etc.	18.00
Bradner Smith & Co., miscellaneous paper.	15.40
Geo. E. Cole & Co., miscellaneous stationery.	10.65

Cameron, Amberg & Co., slips, book marks, etc.	30.35
Sewell-Clapp Mfg. Co., printed Manila envelopes.	6.50
Dennison Mfg. Co., banknote paper.	9.00
Edwards & Hancock, typewriting paper.	8.46
S. D. Childs & Co., two dozen pads.	6.00
Hammond Typewriting Co., typewriting ribbons.	11.25
W. B. Wickersham, Sec'y., cash expenditures for May, 1903.	103.27

\$2,079.88

COMMITTEE ON ADMINISTRATION.

Director Eckhart, Chairman, reported back the petition of the employés of the engineers' department requesting "that the same rules and usages which apply to other departments of the Library in regard to work performed by employés on legal holidays and holidays prescribed by the Board shall, also, apply to that department," and moved that all employés of the Library be paid for services rendered on legal holidays, Saturday half-holidays and on such days as the Library shall be closed by order of the Board; said payments to be made according to a schedule prepared by the Committee on Administration, and to take effect May 1, 1903.

Carried.

Yeas—Directors Franks, Eckhart, Heldmann, Lowe and the Chair—5.

Nays—None.

Director Eckhart, also, reported back the petition of N. S. Purviance, janitor, for pay for two days deducted on account of not registering on the time clock and moved that the petition be granted.

Carried.

Also, the communication of John J. Enright, former elevator operator,

claiming salary for an enforced vacation and for work on certain Sundays and moved that the petition be not granted.

Carried.

Director Eckhart, also, recommended, on behalf of the Committee, that the Civil Service Commission be requested to separate Jas. B. Mariotti, page, for irregularity in attendance and absence without leave, and that the Librarian be directed to file charges with the Commission against him. Also that the Civil Service Commission be requested to separate John Kostka, clerk, for absence from duty without leave, and that a requisition be made for two pages to fill the vacancies thus created. The recommendations were concurred in.

COMMITTEE ON DELIVERY STATIONS.

Director Lowe, for the Committee, presented the following bills audited and approved and recommended that they be ordered paid.

Director Franks moved that the bills be paid.

Carried.

Yeas—Directors Franks, Eckhart, Heldmann, Lowe and the Chair—5.

Nays—None.

Isaac Shillington, boarding horses..	\$140.00
George Bennet, shoeing horses.....	22.50
George J. Weldner, miscellaneous supplies for delivery horses.....	6.25
Wayman & Murphy, repairing delivery wagons.	16.25
John J. McGrath, delivery station signs.	18.00

\$203.00

COMMITTEE ON BUILDINGS AND GROUNDS.

Director Franks, Chairman, presented the following bills audited and approved and moved that they be paid.

Carried.

Yeas—Directors Franks, Eckhart,

Heldmann, Lowe and the Chair—5.

Nays—None.

Carr Bros., rent, etc., Hyde Pk. Reading Room.	\$ 50.00
Ernest Stock, rent, North Av. Reading Room.	55.00
Geo. R. Nichols, rent, etc., Blue Island Av. Reading Room.	60.00
Chas. G. Haddock, rent W. Madison St. Reading Room.	60.00
Frederick Herhold, rent, etc., Milwaukee Av. Reading Room.	60.00
Maurlee Dunne, rent, etc., State St. Reading Room.	62.50
People's Gas Light & Coke Co., gas, two mos.	33.40
Ogden Gas Co., gas.	5.18
J. F. McGuire, street sprinkling for May.	30.00
Wisconsin Lakes Ice Co., ice.	9.48
Marshall Field & Co., towels, marking, etc.	117.90
John T. Connery, coal.	436.42
John T. Connery, coal, for testing purposes.	17.88
Youghloheny & Lehigh Coal Co., coal, for testing purposes.	17.76
F. G. Hartwell Co., coal for testing purposes.	18.40
W. H. Salisbury & Co., hose.	7.50
Bartell Bros., oil.	6.00
D. J. Gallagher Mfg. Co., waste, etc.	12.35
Gallagher & Speck, rope, labor, etc.	19.89
Wadhams Oil & Grease Co., soft soap.	26.88
Bullard & Gormley Co., miscellaneous hardware.	7.10
Alexander H. Revell & Co., chair, etc.	7.10
Thomas & Smith, air-washing apparatus.	416.00
W. B. Wickersham, Sec'y., cash expenditures for May, 1903.	38.10
	\$1,574.84

Director Franks, also, called up the communications from John T. Connery and F. G. Hartwell Company laid over in the early part of the meeting and moved that the vote at the regular meeting of the Board held May 28,

1903, by which a contract for one-half the coal necessary for the Library for the ensuing year was awarded to John T. Connery and one-half to F. G. Hartwell Company, be reconsidered.

Carried.

Yeas—Directors Franks, Eckhart, Heldmann, Lowe and the Chair—5.

Nays—None.

Director Franks moved that the communications from John T. Connery and F. G. Hartwell Company be filed. Carried.

Director Franks moved that all bids for coal opened May 25, 1903, be rejected and that the Secretary be directed to re-advertise for bids for coal for the ensuing year.

Carried.

COMMITTEE ON BY-LAWS.

Director Eckhart, in the absence of a report from the Committee on By-Laws upon the amendment to article XX proposed at the regular meeting of the Board of April 9th last moved that the amendment be taken from the hands of the Committee and be acted upon by the Board.

Carried.

Director Eckhart moved that the amendment be adopted.

The motion was lost.

Yeas—Directors Eckhart, Lowe and the Chair—3.

Nays—Directors Franks and Heldmann—2.

Director Eckhart proposed to amend Art. XX of the by-laws by striking out in the second, third and fourth lines of next to the last paragraph thereof the words "except persons employed in the engineers' or janitors' departments," and by striking out next to the last sentence in said paragraph which

reads "Employés in the engimeers, and janitors' departments shall be entitled to vacations at the rate of fourteen days each year" so that the paragraph will read as amended "All persons regularly employed in the Library shall be entitled to vacations at the rate of eighteen days each year exclusive of legal holidays and of Saturday half-holidays allowed from May 1 to Octo-

ber 1, to be arranged by the Librarian. A record of the attendance of each employé shall be kept and no allowance shall be made for absence from duty except as above provided."

Referred to the Committee on By-Laws.

On motion, the Board adjourned.

W. B. WICKERSHAM,

Secretary,

REPORT OF LIBRARIAN FOR MAY, 1903.

CIRCULATION OF BOOKS.

The number of books taken from the Library for home use during the month of May, 1903, was 87,911, against 104,311 for the corresponding month of the previous year. The circulating department was open on 25 week days, being closed on May 30, Decoration Day. The daily average week day circulation was 3,516.

REFERENCE ROOM.

	1903	1902
Number of recorded visitors.....	6,725	7,760
Books issued from stacks.....	19,445	21,814

No record was kept of the number of visitors who consulted the books on the open shelves.

ROOM FOR ART BOOKS.

Visitors, 615. Books consulted, 2,265.

PATENTS AND PUBLIC DOCUMENTS.

	1903	1902
Number of visitors	1,594	1,690
Volumes consulted	7,438	7,927

BOUND NEWSPAPERS AND BOOKS FOR THE BLIND.

Visitors, 220. Bound newspapers consulted, 314. Books for the blind circulated, 64.

READING ROOM.

Periodicals issued at counter, 7,834. No record kept of use of periodicals and newspapers on open stands and racks. Mean attendance per hour, 188. Average maximum attendance per hour, 222.

BRANCH READING ROOMS.

	No. 1.	No. 2.	No. 3.	No. 4.	No. 5.	No. 6.
Number of visitors.....	1,656	1,372	2,036	1,269	1,582	2,242
Periodicals issued	1,081	1,397	1,770	1,753	2,029	2,488
Books issued	712	427	784	739	541	1,231

June 11,]	120					[1903.
Average Sunday visitors.....	39	58	56	29	59	78
Women visitors	51	227	222	525	86	331

DELIVERY STATIONS.

The number of books issued from 68 delivery stations was 46,577, against 58,384 from 67 stations for the same month of the preceding year.

REGISTRATION.

The number of cards issued on new registrations and re-registrations was 1,681, of which 867 were issued to males and 814 to females. The registration of May, 1902 was 1,877. The number of two-year cards outstanding is 66,787.

BINDING DEPARTMENT.

Number of books at binderies May 1, 1903.....	1,985
Number of books sent to binderies in May.....	2,215
Total number of books at binderies in May.....	4,200
Number of books received from binderies in May.....	2,342
Number of books at binderies May 31, 1903.....	1,858
Number of books repaired in Library in May.....	3,770

GROWTH OF THE LIBRARY.

The total number of volumes in the Library May 31, 1903 was 285,051. Received since June 1, 1902, 9,110; since May 1, 1903, 2,035. Books worn out and condemned since June 1, 3,152; since May 1, 379. Books lost and paid for since June 1, 479; since May 1, 40. Books found and money refunded since June 1, 80; since May 1, 8. There were also deducted 152 volumes missing in 1901-02, and 42 volumes delinquent in 1901-02.

FRED'K H. HILD, Librarian.

Chicago, June 11, 1903.

BOARD OF DIRECTORS
OF THE
CHICAGO PUBLIC LIBRARY.

REGULAR MEETING.

CHICAGO, THURSDAY, JUNE 25, 1903.

OFFICIAL RECORD.

There were present when the Board was called to order the Vice-President, Director Brosseau in the chair, and Directors Franks, Bowers, Eckhart and Heldmann.

Absent—Directors Meeker, Lowe, Shields and the President.

MINUTES APPROVED.

On motion of Director Bowers, the minutes of the regular meeting of July 11, 1903, were approved as recorded and printed, without being read.

COMMUNICATIONS.

Communications were received as follows:

From Geo. H. Tomlinson, residing at Wheaton, Illinois, praying the Board to grant him a renewal of his Library card, he having moved beyond the limits of the County since his card was taken out.

Director Heldmann moved that the petition of Mr. Tomlinson be granted.

Carried.

From J. P. Pampel, praying the Board to consider him an applicant for the care of delivery station No. 8, West, provided a change in the management is made.

Referred to the Committee on Delivery Stations.

From E. P. Tracy, calling the attention of the Board to the new method of The American Pneumatic Carpet Cleaning Company of renovating carpets, and proposing to take up, clean and re-lay all the carpets in the Library for the sum of \$45.

Referred to the Committee on Buildings and Grounds.

From sundry employes praying the Board to grant them leaves of absence, without pay, ranging from one to five weeks in addition to their vacations.

Referred to the Committee on Administration.

From S. Alston, elevator operator, praying the Board to grant him a full vacation instead of two days as posted.

Director Eckhart moved that the

petition of Mr. Alston be not granted.

Carried.

From A. E. Evans, Page, praying the Board to grant him four days' pay deducted from his salary on account of not ringing up on the time clock.

Referred to the Committee on Administration.

The President entered the room and took his seat.

COMMITTEE ON LIBRARY.

Director Brosseau, Chairman, presented bids for printing the proceedings of the Board for the ensuing year, commencing July 1st next, and moved that a contract for this work be awarded to the N. B. Barlow Printing Co., at \$2.25 per page.

The motion prevailed.

Yeas—Directors Brosseau, Franks, Bowers, Eckhart, Heldmann and the President—6.

Nays—None.

Director Brosseau, also, stated that bids had been received for binding as follows: from P. Ringer & Hertzberg and the Chicago Job Book Bindery for the finer binding, and from Joseph Flucke and Geo. E. Koehler for the medium grade binding, and from Geo. E. Koehler for re-sewing in old covers.

That the bids for medium grade binding are one or two cents per volume higher than last year, and the bids for finer binding are practically the same as last year, except that the bid of Chicago Job Book Bindery for half-morocco work, specifications of patents and newspapers are slightly less than that of P. Ringer & Hertzberg.

Your Committee would therefore make the following report:

To the President and Board of Directors, Chicago Public Library;

Gentlemen—Your Committee recommends that in the matter of the bids for the binding of reference books and periodicals the work be divided as follows: That the half-calf and half-roan binding be awarded to P. Ringer & Hertzberg, they being the lowest bidders for these classes; and that the half-morocco, Specifications of Patents, Official Gazettes and newspapers be awarded to the Chicago Job Book Bindery, they being the lowest bidders for this class of work.

Your Committee, also, recommends that the medium grade work be given to Joseph Flucke and Geo. E. Koehler in the proportion of 700 books to the former and 500 books to the latter.

Also, that the re-sewing be awarded to Geo. E. Koehler, he being the lowest bidder for that class of work.

Respectfully submitted,

Z. P. BROSSEAU,

G. D. HELDMANN,

Committee on Library.

Chicago, June 25, 1903.

Director Brosseau moved that the report be adopted and that the recommendations contained therein be concurred in.

Carried.

Yeas—Directors Brosseau, Franks, Bowers, Eckhart, Heldmann and the President—6.

Nays—None.

The schedule of bids on binding are on file in the Secretary's office.

COMMITTEE ON DELIVERY STATIONS

Director Bowers, Chairman, moved that the business in the hands of the Committee be taken up and be transacted in open Board.

Carried.

Director Bowers then presented a petition from Miss Laura S. Bass, keeper of delivery station No. 19, South, asking that she be allowed to close said station from July 1st to October 1st next, and recommended that the petition be granted.

Director Brosseau moved that the communication be referred back to the Committee on Delivery Stations with power to act.

The motion prevailed.

COMMITTEE ON BUILDINGS AND GROUNDS.

Director Franks, Chairman, presented the following report and moved that it be adopted.

Carried.

Yeas—Directors Brosseau, Franks, Bowers, Eckhart, Heldmann and the President—6.

Nays—None.

To the President and Board of Directors, Chicago Public Library:

Gentlemen—Your Committee on Buildings and Grounds begs leave to report that in accordance with the authority given it by the Board on May 28th last it decided to place \$150,000 insurance on the books, furniture and fixtures of the Library upon the 50 per cent. co-insurance basis, which made the rate \$1.68 per hundred. Your Committee distributed the amount among a number of companies as shown by the following bills which are correct and are recommended for payment.

Your Committee, also, includes in the schedule the final bill of The Colonial Electric Company for incandescent lamps, ordered more than a year ago, and the bill of the Garden City Shade Company, whose contract for shades in the reference room is satisfactorily completed.

Klee, Rogers & Cory, insurance on books, etc.....	\$1,260.00
J. H. Lenehan, insurance on books etc.	840.00

Pellet & Hunter, insurance on books, etc.....	252.00
Germania Fire Ins. Co., insurance on books, etc.....	168.00
Colonial Electric Co., incandescent lamps	466.00
The Garden City Shade Co., shades for reference room.....	138.00

Total\$3,124.00

All of which is respectfully submitted.

JACOB FRANKS,

JOHN W. ECKHART,

Committee on Buildings and Grounds.

Chicago, June 25, 1903.

Director Franks, also, stated that the Committee had received several bids for painting the brick walls around the two domes of the building and, also, for painting the walls of common brick of the building on Garland court, and the terra cotta passageway leading from the top floor of the Randolph street staircase hall to the reading room.

Your Committee would recommend that a contract be awarded to W. P. Nelson Company for painting the brick walls around the two domes upon their bid of \$94.25, they being the lowest bidders, and that the work on the walls in the court be postponed for the present.

After some consideration, Director Eckhart moved that the matter be referred back to the Committee on Buildings and grounds with power to act.

Carried.

Yeas—Directors Brosseau, Franks, Bowers, Eckhart, Heldmann and the President—6.

Nays—None.

COMMITTEE ON FINANCE.

Director Eckhart, for the Commit-

tee on Finance, presented a bill from the City Comptroller in favor of the City Treasurer for \$310.96, being for interest on one \$10,000 anticipation time warrant sold against the Library tax levy last year and stated that at the request of the City Comptroller the President and Secretary had prepared and executed a voucher for its payment, and moved that the action of the President and Secretary be now approved by the Board.

Carried.

Yeas—Directors Brosseau, Franks, Bowers, Eckhart, Heldmann and the President—6.

Nays—None.

COMMITTEE ON BY-LAWS.

Director Heldmann, for the Committee, presented the following report:
To the President and Board of Directors,

Chicago Public Library:

Gentlemen—Your Committee on By-Laws, to which was referred at last meeting of the Board a proposed amendment to Article XX. of the by-laws, so as to give all persons regularly employed in the Library vacations at the rate of eighteen days each year, exclusive of legal holidays and of Saturday half-holidays, and an amendment to Article XXIII., giving teachers in the public schools the privilege of drawing six books from the Library at one time, begs leave to report upon the same and recommends that the amendments be adopted.

The paragraph of Article XX. relating to this subject will then read: "All persons regularly employed in the Library shall be entitled to vacations at the rate of eighteen days each year exclusive of legal holidays and of Saturday half-holidays, allowed from May 1, to October 1, to be arranged by the Librarian. A record of the attendance of each employe shall be kept and no allowance shall be made for absence from duty except as above provided."

The paragraph added to section 2 of Article XXIII. is as follows:

"Special privilege cards may be issued to teachers in the public schools entitling the holder to draw six books at a time for the use of pupils, subject to the general rules governing the circulation of books."

Respectfully submitted.

ARTHUR MEEKER,

G. D. HELDMANN,

Committee on By-Laws.

Chicago, June 25, 1903.

Director Brosseau moved that the proposed amendments be taken up separately for consideration.

Carried.

Director Eckhart moved to amend the proposed amendment to Article XX. by striking out "eighteen days" and substituting "two weeks" therefor.

The motion was lost.

Yeas—Directors Brosseau, Bowers, Eckhart and the President—4.

Nays—Directors Franks and Heldmann—2.

Director Eckhart moved that the amendment to Article XX. proposed by the report of the Committee be adopted.

The motion was lost.

Yeas—Directors Eckhart and Heldmann—2.

Nays—Directors Brosseau, Franks, Bowers and the President—4.

Director Heldmann moved that the vote by which amendment to Article XX. as proposed by the Committee was lost be re-considered.

Carried.

Director Bowers moved that the amendment to Article XX. be referred back to the Committee on By-Laws for further consideration.

Carried.

Director Bowers moved that the amendment to Article XXIII, reported by the Committee be adopted.

Carried.

Yeas—Directors Brosseau, Franks, Bowers, Eckhart, Heldmann and the President—6.

Nays—None.

- NEW BUSINESS.

Director Eckhart proposed the following amendments to Article XX. of the by-laws:

Add to the fourth paragraph from the last the words "unless excused by vote of the Board" so that the paragraph will read:

"Failure to register at the time clock or in the daily time book shall be counted as absence in making up the pay roll unless excused by vote of the Board."

Strike out in next to the last paragraph the words "and of Saturday half-holidays allowed from May 1, to October 1, to be arranged by the Li-

brarian" so that the paragraph will read:

"All persons regularly employed in the Library, except persons employed in the engineer's or janitor's departments, shall be entitled to vacations at the rate of eighteen days each year, exclusive of legal holidays. Employees in the engineer's and janitor's department shall be entitled to vacations at the rate of fourteen days each year. A record of the attendance of each employe shall be kept, and no allowance shall be made for absence from duty except as above provided."

Both proposed amendments were referred to the Committee on By-Laws.

Director Eckhart, also, presented the following resolution and moved its adoption:

RESOLVED, That on and after November 1st next the Library shall be open in all its departments as before May 1, 1902.

The motion prevailed unanimously. On motion, the Board adjourned.

W. B. WICKERSHAM,
Secretary.

BOARD OF DIRECTORS
OF THE
CHICAGO PUBLIC LIBRARY.

REGULAR MEETING.

CHICAGO, THURSDAY, JULY 9, 1903.

OFFICIAL RECORD.

There were present the Vice-President, Director Brosseau, in the chair, and Directors Bowers, Eckhart, Lowe and Shields.

Absent—Directors Franks, Meeker, Heldmann and the President.

MINUTES APPROVED.

On motion of Director Bowers the minutes of the regular meeting of June 25, 1903, were approved as recorded and printed, without being read.

COMMUNICATIONS.

Communications were received as follows:

From C. L. Hammond thanking the Board for its vote to open the Library in all its departments on November 1st next.

Ordered to be filed.

From Francis B. Allegretti, page, and Antonio Fellicco, laborer, tendering their resignations as employees of the Board.

Referred to the Committee on Administration.

COMMITTEE ON LIBRARY.

In the absence of a majority of the Committee, Director Bowers moved that the business in its hands be taken up and be transacted in open Board.

Carried.

Director Bowers, for the Committee then presented a list of current American books, comprising 52 volumes, estimated to cost \$60, and a schedule of bills for miscellaneous periodicals and books, mostly continuations, to be paid for from the incidental fund, amounting to \$127.92.

Director Bowers moved that the books be purchased and that the bills be ordered paid.

Carried.

Yeas—Directors Bowers, Eckhart, Lowe, Shields and the Chair—5.

Nays—None.

Director Bowers, also, presented the following bills and moved that they be approved and be ordered paid.

Carried.

Yeas—Directors Bowers, Eckhart,

Lowe, Shields and the Chair—5.

Nays—None.

A. C. McClurg & Co., books.....	\$369.59
E. Holdoway Publishing Co., books	120.00
Wallace Rice, Burton Holmes' Lectures	30.00
Kenyon News & Postal Subscrip- tion Co., sub. for periodicals....	5.35
G. E. Steehert, periodicals	7.72
B. F. Stevens & Brown, maga- zines, books, etc., £346-9-8 (est.).	1,680.83
Matthew Bell Co., binding £26-5 (est.)	128.10
P. Ringer & Hertzberg, binding..	108.40
Joseph Flueke, binding	304.49
Geo. E. Koehler, binding	144.72
The Barrett Bindery Co., binders.	11.43
N. B. Barlow Printing Co., print- ing	111.30
Cameron, Amberg & Co., catalog sales books, misc. slips.....	19.05
Geo. E. Cole & Co., misc. sta- tionery	11.00
W. B. Wickersham, Sec'y, cash expenditures for June, 1903.....	206.53
Bradner Smith & Co., manila paper	10.72
	\$3,279.23

Director Bowers, also, presented the report of the Librarian for the month of June, 1903, and it was ordered to be filed and printed.

COMMITTEE ON ADMINISTRATION.

Director Eckhart, Chairman, reported back the petition of Otto Goldberger for additional leave of absence until August 1st next, and recommended that it be filed.

Concurred in.

Also, the petition of sundry employees for leaves of absence in addition to their regular vacations, without recommendation, and moved that it be taken up and be acted upon by the Board.

Carried

Director Lowe moved that the petition be not granted.

Carried.

Director Eckhart, also, recommended that the resignations of Francis B. Allegretti, page, and Antonio Fellicco, laborer, presented in the early part of the meeting, be accepted.

Concurred in.

Director Eckhart, also, requested that the action of the Committee on Administration in the matter of changes in the working force of the Library, enumerated below, caused by separations, resignations, etc., be ratified by the Board:

1. Appointment of temporary elevator operator, janitress and driver during vacations of regular employees.

2. Reinstatement of Olaf Olafsson as clerk in the reference room to fill a vacancy.

3. The laying off of W. J. Beck, janitor, the separation of Joseph A. Schoemann, page, and requisitions for filling these vacancies.

4. Requisition for a laborer, *vice* Anton Fellicco, resigned.

5. Requisition for a page, *vice* Francis B. Allegretti, resigned.

6. The discharge of John Mooney, coal-passer, and a requisition for filling his place.

7. The discharge of M. C. McMahon, janitor, and a requisition for filling his place.

8. The reinstatement of Thos. O'Hare, carpenter, at a salary of \$65 per month.

9. Requisition for a marble cleaner at a salary of \$780 per year.

Director Eckhart moved that the foregoing transactions of the Committee on Administration be concurred in by the Board.

Carried.

Yeas—Directors Bowers, Eckhart,

Lowe, Shields and the Chair—5.

Nays—None.

COMMITTEE ON DELIVERY STATIONS.

Director Bowers, Chairman, presented and read the following report and moved that it be adopted.

Carried.

To the President and Board of Directors, Chicago Public Library.

Gentlemen:—Your Committee on Delivery Stations begs leave to report upon sundry matters referred to it, and would recommend as follows:

1. That the hours for closing delivery station No. 6, West, located at 355 S. Western avenue, be fixed until further order of the Board as follows:

From June 1 to October 1, at 7:30 p. m., and from October 1 to June 1, at 8 o'clock p. m., and that the petition of Mrs. Mary Rooks relating to this subject be filed.

2. That the transfer of delivery station No. 11, North, to the care of Mrs. A. Worth be concurred in, in accordance with the request of the former keepers, Dorothy & Chapman.

3. That the petitions for the establishment of delivery stations at 483 S. 40th avenue and 151 W. 59th street be filed, the Committee being of the opinion that the Board is not in a position to open any additional delivery stations at the present time.

Respectfully submitted.

J. F. BOWERS,
Z. P. BROSSEAU,
JOHN W. LOWE.

Committee on Delivery Stations.

Chicago, July 9, 1903.

Director Bowers, also, presented the following bills, audited and approved, and moved that they be ordered paid.

Carried.

Yeas—Directors Bowers, Eckhart, Lowe, Shields and the Chair—5.

Nays—None.

Wayman & Murphy, repairing delivery wagons \$109.85

Henry Landgraf, repairing delivery station signs	25.75
Isaac Shillington, boarding horses	140.00
Geo. Bennet, shoeing horses.....	13.50
	\$289.10

COMMITTEE ON BUILDINGS AND GROUNDS.

Director Eckhart, for the Committee, presented the following report:

To the President and Board of Directors, Chicago Public Library.

Gentlemen:—Your Committee on Buildings and Grounds begs leave to report that in accordance with the instructions of the Board, the Secretary re-advertised for bids for coal for the season ending May 31, 1904, sending a copy of the specifications and advertisement for bids to a large number of dealers in smokeless coals.

In accordance with the requirement that all coal offered should first be tested in the Library plant, nine tests of coal were made. Of the nine firms whose coal was tested two failed to deposit bids.

The following table shows the firms submitting bids, the price per ton and the cost of evaporating 1,000 pounds of water from and at 212 degrees Fahrenheit:

Federal Coal Co.....	\$5.00	27.95 cts.
Weaver Coal Co.....	4.60	26.54 cts.
Edgewater Coal Co.....	4.75	26.95 cts.
Yough. & Lehigh Coal Co.	4.37	24.62 cts.
F. G. Hartwell Co.....	4.60	24.72 cts.
M. W. Hartwell.....	4.45	21.36 cts.
O'Gara, King & Co.....	4.29	28.38 cts.

Your Committee recommends that a contract be entered into with M. W. Hartwell for 3,000 tons, more or less, of smokeless run of mine coal at the price of \$4.45 per ton.

Your Committee also recommends that Mr. Hartwell be required to furnish a surety company bond in the amount of \$2,000 for the faithful performance of said contract.

All of which is respectfully submitted.

JACOB FRANKS,
JOHN W. ECKHART,
M. SHIELDS,

Committee on Buildings and Grounds.
Chicago, July 9, 1903.

Director Eckhart also presented the following bills, audited and approved:

Carr Bros., rent, etc., Hyde Pk. reading room	\$50.00
Ernst Stock, rent, North Av. reading room	55.00
Frederick Herhold, rent, etc., Milwaukee Av. reading room.....	60.00
Geo. R. Nichols, rent, etc., Blue Island Av. reading room.....	60.00
Chas. G. Haddock, rent, W. Madison St. reading room.....	60.00
Maurice Dunne, rent, etc., State St. reading room	62.50
Ogden Gas Co., gas	10.42
International Audit Co., auditing accounts	75.00
Chicago Journal, printing advertisements for bids	26.13
Wisconsin Lakes Ice Co., ice.....	9.24
Sprague, Warner & Co., soap.....	6.75
J. F. McGuire, street sprinkling....	30.00
John T. Connery, coal	81.16
Weaver Coal Co., coal	19.14
John Mohr & Sons, repairing boiler.	11.60
G. Bossenga, removing ashes	8.25
Central Electric Co., tops for electric stoves	13.50
Illinois Electric Co., switches.....	33.75
Bullard & Gormley Co., hardware..	7.45
Library Bureau, two oak cases.....	20.00
W. B. Wickersham, Sec'y, cash expenditures for June, 1903.....	43.58

\$743.47

Director Lowe moved that the bills be ordered paid.

Carried.

Yeas—Directors Bowers, Eckhart, Lowe, Shields and the Chair—5.

Nays—None.

COMMITTEE ON FINANCE.

Director Lowe, Chairman, presented the report of the International Audit Company upon its examination of the books and accounts of the Public Library for the three months ended May 31, 1903, and moved that the report be filed and printed.

Carried.

July 8th, 1903.

To the President and Board of Directors, Chicago Public Library, Chicago.

Gentlemen:—We have carefully audited the books and accounts of the Chicago Public Library for the three months ending 31st May, 1903, thereby completing the year ending at that date.

We beg to present the following statements, viz:

1. Ledger Balances, 31st May, 1903.
2. Statement of Quarterly Receipts and Expenditure of Library Fund from 1st March to 31st May, 1903.
3. Statement of Cash Receipts and Expenditures for the months of March, April and May, 1903.

We hand herewith the Secretary's Official Report for the year ending 31st May, 1903, to which we have appended our doquet.

We have pleasure in stating that we found the books and accounts correct and in good order.

Yours respectfully,

THE INTERNATIONAL AUDIT COMPANY.

By JOHN McLAREN,

President.

ROBERT NELSON, C. A.,
Manager.

LEDGER BALANCES,

31st May, 1903.

DEBIT.

Due by Comptroller	\$478,802.51
Mortgage Loans	12,000.00
Cash	4,374.71
	\$494,677.22

CREDIT.

Public Library Fund:

Fund of 1879 and prior years.....	\$ 23,534.44	
Fund of 1903.....	451,261.50	
Library Fund 1901—Contingent.....	3,506.48	\$478,302.51
W. H. Ryder Fund.....		10,000.00
W. H. Ryder Fund, Interest.....		2,166.32
Jerome Beecher Fund.....		2,000.00
Jerome Beecher Fund, Interest.....		1,073.40
Security Deposits		773.75
Special Deposits		200.00
Incidental Fund		161.24

\$494,677.22

STATEMENT OF RECEIPTS AND EXPENDITURE,

Three months ending 31st May, 1903.

RECEIPTS.

To Balance Public Library Fund 1st March, 1903.....	\$496,872.35
To Miscellaneous Receipts for Quarter.....	2,047.77

\$498,920.12

EXPENDITURES.

By Books	\$ 3,717.51
" Newspapers and Periodicals	602.10
" Binding	2,845.94
" Finding Lists	32.30
" Books lost and paid for—refunds.....	30.25
" Freight and Express	36.18
" Postage	180.00
" Delivery Stations	531.50
" Branch Reading Rooms	1,176.13
" Salaries:	
Main Library	\$28,877.99
Branch Reading Rooms.....	1,575.00
Delivery Stations	3,002.98
" Miscellaneous Expense	488.57
" Furniture and Fixtures	47.10

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By		
"	Printing and Stationery	367.83
"	Fuel	1,486.69
"	Heating and Generating Plant.....	233.82
"	Electric Supplies and Repairs.....	452.82
"	Elevator Supplies and Repairs.....	89.76
"	Repairs, Alterations and Improvements.....	482.70
"	Janitors' Expense	170.71
"	Insurance	1,230.65
	Total Expenditure during Quarter.....	47,658.53
	Balance of Library Fund.....	\$451,261.59
Amount charged to Comptroller:		
	Fund of 1879 (unavailable).....	\$ 23,534.44
	Fund of 1901 (contingent).....	3,506.48
	Fund of 1902-03	451,261.59
		\$478,302.51

CASH RECEIPTS AND EXPENDITURE.

March, April and May, 1903.

	March.	April.	May.
To Cash at close of previous month.....	\$4,371.11	\$4,465.20	\$4,537.58
" Comptroller for Incidental Fund.....	414.99	309.40	
" Miscellaneous Receipts	2.85	4.58	63.73
" Finding Lists	47.31	31.51	24.83
" Books lost and paid for.....	40.70	39.75	49.00
" Deposits	127.25	150.25	146.00
" Fines	576.54	584.78	582.19
	<u>\$5,580.75</u>	<u>\$5,585.47</u>	<u>\$5,403.33</u>
By Comptroller	667.40	660.62	719.75
" Books	68.17	69.25	
" Ryder Interest Fund (books).....		28.13	
" Newspapers and Periodicals	87.19	40.69	
" Binding	6.58		7.14
" Books lost and paid for—refunds.....	16.00	3.25	11.00
" Freight and Express	10.31	10.75	15.12
" Delivery Stations, Miscellaneous		3.00	3.25
" Branch Reading Rooms, Miscellaneous.....		3.60	
" Miscellaneous Expense	22.87	26.25	17.76
" Postage	85.00	30.00	65.00
" Printing and Stationery	5.26	7.50	5.01
" Heating and Generating Plant.....	8.02	3.10	15.41
" Electric Supplies and Repairs.....			1.68
" Deposits repaid	138.75	161.75	167.50
" Balance at close of Month.....	4,465.20	4,537.58	4,374.71
	<u>\$5,580.75</u>	<u>\$5,585.47</u>	<u>\$5,403.33</u>

SUMMARY OF BALANCE.

	March.	April.	May.
W. H. Ryder Fund	\$10,000.00	\$10,000.00	\$10,000.00
Jerome Beecher Fund	2,000.00	2,000.00	2,000.00
W. H. Ryder Fund, Interest.....	2,194.45	2,166.32	2,166.32
Jerome Beecher Fund, Interest.....	1,073.40	1,073.40	1,073.40
Incidental Fund	190.60	302.61	161.24
Security Deposits	806.75	795.25	773.75
Special Deposits	200.00	200.00	200.00
	\$16,465.20	\$16,537.58	\$16,374.71
Deduct:			
Mortgage Loans:			
Ryder and Beecher Funds Invested.....	12,000.00	12,000.00	12,000.00
	\$4,465.20	\$4,537.58	\$4,374.71

NEW BUSINESS.

The Secretary presented and read the thirty-first annual report of the Board prepared by the President for the City Council.

Director Eckhart moved that the report be adopted and a copy thereof be transmitted to the City Council.

The motion prevailed.

The Secretary presented and read his report covering the financial operations of the Library for the year ended May 31, 1903, and it was received and made a part of the annual report of the Board.

The Librarian presented an abstract of his report for the year ended May 31, 1903, and it was received and made a part of the annual report of the Board.

Director Eckhart moved that 1,500 copies of the annual report of the Board be ordered printed in pamphlet form for the use of the members of

the Board and for the exchange list of the Librarian.

Carried.

Yeas—Directors Bowers, Eckhart, Lowe, Shields and the Chair—5.

Nays—None.

Director Eckhart having called the attention of the Board to the absence of any public drinking place at the south end of the Library building, Director Lowe moved that the question of the construction of a drinking fountain for the use of the patrons of the Library be referred to the Committee on Buildings and Grounds for investigation, and that the Committee be requested to provide temporary water coolers for immediate use, pending such investigation.

The motion prevailed.

On motion of Director Bowers, the Board adjourned.

W. B. WICKERSHAM,
Secretary.

REPORT OF LIBRARIAN FOR JUNE, 1903.

CIRCULATION OF BOOKS.

The number of books taken from the Library for home use during the month of June was 87,424, against 98,472 for the corresponding month of the previous year. The circulating department was open on 26 week days. The daily average week day circulation was 3,362.

REFERENCE ROOM.

	1903	1902
Number of recorded visitors.....	6,656	5,885
Books issued from stacks.....	19,658	17,479

No record was kept of the number of visitors who consulted the books on the open shelves.

ROOM FOR ART BOOKS.

Visitors, 622. Books consulted, 2,326.

PATENTS AND PUBLIC DOCUMENTS.

	1903	1902
Number of visitors.....	1,693	1,581
Volumes consulted	7,863	7,431

BOUND NEWSPAPERS AND BOOKS FOR THE BLIND.

Visitors, 196. Bound newspapers consulted, 293. Books for the blind circulated, 61.

READING ROOM.

Periodicals issued at counter, 8,653. No record kept of use of periodicals and newspapers on open stands and racks. Mean attendance per hour, 215. Average maximum attendance per hour, 262.

BRANCH READING ROOMS.

	No. 1.	No. 2.	No. 3.	No. 4.	No. 5.	No. 6.
Number of visitors.....	1,437	1,811	1,859	1,140	1,721	2,521
Periodicals issued	1,056	1,894	1,589	1,853	2,076	2,649
Books issued	536	570	735	786	746	1,343
Average Sunday visitors	25	48	37	24	41	62
Women visitors	46	283	183	502	95	487

DELIVERY STATIONS.

The number of books issued from 68 delivery stations was 46,516, against 56,795 from 68 stations for the same month of the preceding year.

REGISTRATION.

The number of cards issued on new registrations and re-registrations was 1,840, of which 941 were issued to males and 899 to females. The registration of June, 1902, was 1,851. The number of two-year cards outstanding is 66,299.

BINDING DEPARTMENT.

Number of books at binderies June 1, 1903.....	1,858
Number of books sent to binderies in June.....	1,275
Total number of books at binderies in June.....	3,133
Number of books received from binderies in June.....	1,678
Number of books at binderies June 30, 1903.....	1,455
Number of books repaired in Library in June.....	4,137

GROWTH OF THE LIBRARY.

The total number of volumes in the Library June 30, 1903, was 285,317. Received since June 1, 738. Books worn out and condemned since June 1, 474. Books lost and paid for since June 1, 42. Books found and money refunded since June 1, 8.

Chicago, July 9, 1903.

FRED'K H. HILD,
Librarian.

BOARD OF DIRECTORS
OF THE
CHICAGO PUBLIC LIBRARY.

REGULAR MEETING.

CHICAGO, THURSDAY, JULY 23, 1903.

OFFICIAL RECORD.

There were present the President, Director Peabody in the chair and Directors Brosseau, Bowers, Eckhart, Heldmann, Lowe, Despres, Lindstrand and Egan.

MINUTES APPROVED.

Director Bowers moved that the minutes of the regular meeting of July 9, 1903, be approved as recorded and printed, without being read.

Carried.

COMMUNICATIONS.

The following communications were received from the City Clerk and were ordered to be filed.

"City Clerk's Office.

"Chicago, July 23, 1903.

"Mr. Wm. B. Wickersham,

"*Secretary Library Board.*

"Dear Sir:— I write to inform you that Messrs. Samuel Despres and F. A. Lindstrand, newly appointed members of the Library Board, have this day called at this office and qualified.

"Yours respectfully,

"FRED C. BENDER,

"*City Clerk.*"

"City Clerk's Office.

"Chicago, July 23, 1903.

"Mr. Wm. B. Wickersham,

"*Secretary Public Library Board.*

"Dear Sir:— I write to inform you that Mr. Dennis Egan has this day qualified as member of the Library Board.

"Yours respectfully,

"FRED C. BENDER,

"*City Clerk.*"

The following communication, received by Director Eckhart, was laid before the Board:

"Law Offices of

"HOYNE, O'CONNOR & HOYNE,

"88 LaSalle Street,

"Chicago, July 15, 1903.

"John W. Eckhart, Esq.,

"*Care of Chicago Public Library,*

"*Chicago.*

"Dear Sir:—Referring to the conversation I had with you a few days since in which I mentioned the fact that I had found among some old papers of my father some letters and papers relating to the Public Library which might be interesting to you, I would say that in looking over these papers again I find there are not as many as I had supposed, and that they are perhaps not as important as I had thought at the time I talked with

you. However, they may be interesting to the members of your Board, and I think they should be among the files of the Library.

"You will notice among them the original call for the meeting of citizens to establish a free public library, which meeting was held on the 8th of January, 1872. There are, also, several drafts of the Library bill, and I, also, send a copy of the Inter Ocean of January 2, 1873, giving an account of the opening and formal dedication of the Library.

"Hoping that these papers may prove of interest and value to your Board, I am,

"Very truly yours,
"THOS. M. HOYNE."

Director Eckhart moved that the letters and papers referred to in the communication be accepted, and that the Secretary tender to Mr. Hoyne the sincere thanks of the Board for the same.

Carried.

A communication was, also, received from Joseph Shaffer, page, making application for a position on the night service of the Library when that service shall be resumed.

Referred to the Committee on Administration.

NEW BUSINESS—ELECTION OF OFFICERS.

The President stated that as this meeting was the first after the appointment of the new members of the Board the election of President for the ensuing year was in order.

Director Bowers moved that the election of President be made by ballot.

Carried.

The President appointed Directors Lowe and Heldmann tellers.

Nominations for President being in order,

Director Bowers nominated Director Brosseau.

Director Despres nominated Director Eckhart.

Director Eckhart nominated Director Bowers.

A ballot being taken,

Director Lowe announced the result as follows:

Director Brosseau—3 votes,

Director Eckhart—4 votes,

Director Bowers—1 vote.

No candidate having received a majority of all the votes cast the President declared another ballot necessary to an election.

The second ballot having been taken, Director Lowe announced the result as follows:

Director Brosseau—3 votes,

Director Eckhart—5 votes,

Director Bowers—1 vote.

Director Bowers moved that the election of Director Eckhart as President be made unanimous.

Carried.

The President declared Director Eckhart elected President for the ensuing year.

Director Peabody then addressed the Board thanking it for its assistance in the administration of the affairs of the Library and introduced Director Eckhart as the new President.

President Eckhart took the chair and after returning thanks for his election as President made a few remarks concerning the financial condition and outlook of the Library.

ELECTION OF VICE-PRESIDENT.

The election of Vice-President being in order,

Director Peabody nominated Director Bowers.

There being no other nomination Director Peabody moved that the Secretary cast one ballot for the Board for Director Bowers for Vice-President.

The Secretary having cast the ballot the President declared Director Bowers elected Vice-President for the ensuing year.

ELECTION OF SECRETARY.

The election of Secretary being in, order,

Director Bowers nominated W. B. Wickersham for Secretary.

Director Egan moved that the President cast one ballot for the Board for W. B. Wickersham.

Carried.

The President, having cast the ballot

declared W. B. Wickersham elected Secretary for the ensuing year.

Director Bowers moved that a vote of thanks be extended to the retiring President, Director Peabody, for his devotion to the interests of the Library, and for his uniform courtesy to and consideration for the members of the Board and that the vote be taken by rising.

Carried—all standing.

On motion of Director Lowe, the Board adjourned.

W. B. WICKERSHAM,

Secretary.

July 23,]

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[1903.

BOARD OF DIRECTORS
OF THE
CHICAGO PUBLIC LIBRARY.

REGULAR MEETING.

CHICAGO, THURSDAY, AUGUST 13, 1903.

OFFICIAL RECORD.

There were present the President, Director Eckhart in the chair and Directors Bowers, Heldmann, Lowe, Despres, Lindstrand and Egan.

Absent—Directors Peabody and Brosseau.

MINUTES APPROVED.

On motion of Director Bowers the minutes of the regular meeting held July 23, 1903, were approved as recorded and printed, without being read.

COMMUNICATIONS.

Communications were received as follows:

From I. M. Walker, keeper of delivery station No. 3 North tendering her resignation as said keeper, and notifying the Board of the sale of her store to S. Jones and recommending his appointment as a suitable person to retain charge of the delivery station at that number.

Referred to the Committee on Delivery Stations.

From Katherine M. Buckton, keeper of delivery station No. 9 South, notifying the Board that she intends giving up her store on the first of September, and ask-

ing to be relieved of the care of the delivery station at her number.

Referred to the Committee on Delivery Stations.

From Robert Fucik and Louis Warsawsky, pages, tendering their resignations as employés of the Board.

On motion of Director Bowers the resignations of Messrs. Fucik and Warsawsky were accepted.

From John J. Enright, former elevator operator, asking for a reconsideration of his claims for certain compensation set forth in his communication of May 1, 1903.

Referred to the Committee on Administration.

COMMITTEE ON LIBRARY.

Director Heldmann, for the Committee on Library, presented the following recommendations agreed upon by the Committee:

1. That the following books be ordered purchased:

A list of current American books, comprising 176 volumes, estimated to cost \$226; a list of English books, comprising 144 volumes, estimated to cost \$300; a list

of extra copies of fiction and juvenile books, comprising 336 volumes, estimated to cost \$300; a list of miscellaneous books, comprising 51 volumes, estimated to cost \$121.50; a list of directories and gazetteers, comprising 54 volumes, estimated to cost \$250.

Director Bowers moved that the books be ordered purchased in accordance with the recommendations of the Committee.

Carried.

Yeas—Directors Bowers, Heldmann, Lowe, Despres, Lindstrand, Egan and the President—7.

Nays—None.

2. That a Remington typewriting machine be purchased for the Secretary's office at a cost of \$90.25.

On motion of Director Bowers the recommendation was concurred in.

3. That incidental bills for newspapers, periodicals and books, (the last mostly continuations) amounting to \$164.04 be ordered paid from the incidental fund.

The recommendation was concurred in.

Carried.

Yeas—Directors Bowers, Heldmann, Lowe, Despres, Lindstrand, Egan and the President—7.

Nays—None.

4. That the report of the Librarian for July, 1903, be ordered filed and printed.

Concurred in.

5. That the following bills audited and approved be ordered paid.

A. C. McClurg & Co., books.....	\$ 248.63
Callaghan & Co., books.....	17.50
W. T. Keener & Co., books.....	16.00
Dodd, Mead & Co., books.....	58.50
The Chicago Directory Co., directories..	67.50
P. Ringer & Hertzberg, binding.....	212.20
Joseph Flucke, binding.....	238.96
Geo. E. Koehler, binding.....	123.47

Chicago Job Book Bindery, binding.....	19.90
A. L. A. Publishing Board, printed catalog cards.....	21 22
N. B. Barlow Printing Co., printing minutes, order slips, etc.....	59.50
Cameron, Amberg & Co., press work, etc. on miscellaneous slips.....	44.25
Keen & DeLang, printing and stationery.	5.00
Peterson Linotype Co., composition, etc. on finding list.....	39.24
Bradner Smith & Co., paper for note heads, etc.....	52.80
Dennison Mfg. Co., gummed labels.....	63.00
W. B. Wickersham, Sec'y. cash expenditures for July, 1903.....	220.17
	\$1,507.34

On motion of Director Bowers, the recommendation was concurred in.

Yeas—Directors Bowers, Heldmann, Lowe, Despres, Lindstrand, Egan and the President—7.

Nays—None.

COMMITTEE ON DELIVERY STATIONS.

Director Despres, Chairman, presented the following recommendations agreed upon by the Committee:

1. That delivery station No. 12 North, located at 3593 N. Clark street, be closed and be re-opened at 1220 Argyle street, under the care of H. A. Heseler.

2. That delivery station No. 16 South, located at 246 W. 69th street be placed under the care of Mrs. Ida Weinland, she having purchased the store from the former keeper, D. R. Donoghue.

3. That delivery station No. 3 North, located at 477 Lincoln avenue, be placed under the care of S. Jones, he having purchased the store from the former keeper, I. M. Walker.

4. That station No. 21 West, located at 902 Ogden avenue be placed under the care of Fred G. Graves, he having purchased the store from the former keeper, James McGrath.

5. That the resignation of Mrs. C. M. Buckton as keeper of delivery station No. 9 South, be accepted.

6. That the following bills audited and approved be ordered paid:

Isaac Shillington, boarding horses.....	\$140.00
George Bennet, shoeing horses.....	22.75

George J. Weidner, repairing harness, etc.	7.15
John J. McGrath, delivery station sign....	6.00
J. H. McNamara, delivery trunks and re- pairing.....	277.00
	\$452.90

Director Despres moved that the recommendations of the Committee be concurred in.

Carried.

Yeas—Directors Bowers, Heldmann, Lowe, Despres, Lindstrand, Egan and the President—7.

Nays—None.

COMMITTEE ON BUILDINGS AND GROUNDS.

Director Lowe, Chairman, presented the following recommendations agreed upon by the Committee:

1. That the proposition of the Commonwealth Electric Company, under date of May 25, 1903, presented to the Board on June 11th last, to furnish current for lighting the Blackstone Memorial Branch Library, when the same shall be accepted by the Library Board, at a discount of 33 $\frac{1}{3}$ % from its list price as set forth in said proposition and amended by its letter of August 11, 1903, to Mr. Jacob Franks, be accepted by this Board, and that the Secretary be directed to enter into a contract with said Commonwealth Electric Company in accordance therewith.

Director Lowe moved that the recommendation of the Committee be concurred in.

Carried.

Yeas—Directors Bowers, Heldmann, Lowe, Despres, Lindstrand, Egan and the President—7.

Nays—None.

2. That the Secretary be directed to enter into a contract with Dearborn Drug and Chemical Works for supplying oil for the machinery plant of the Library building for the year ending August 31, 1904, at a price of 55c. per gallon for

cylinder oil and 35c. per gallon for dynamo oil with a discount of 10%; the total bills for the year not to exceed \$250, in accordance with the proposition of said Dearborn Drug and Chemical Works under date of Aug. 12, 1903.

Director Lowe moved that the recommendation be concurred in.

Carried.

Yeas—Directors Bowers, Heldmann, Lowe, Despres, Lindstrand, Egan and the President—7.

Nays—None.

3. That the following bills audited and approved be ordered paid:

Carr Bros., rent, etc., Hyde Pk. Reading Room.....	\$ 50.00
Ernst Stock, rent North Av. reading room	55.00
Frederick Herhold, rent, etc. Milwaukee Av. reading room.....	60.00
Geo. R. Nichols, rent, etc. Blue Island Av. reading room.....	60.00
Chas. G. Haddock, rent W. Madison St. reading room.....	60.00
Maurice Dunne, rent, etc., State St. reading room.....	62.50
The Peoples Gas Light and Coke Co., gas for branch reading rooms.....	15.00
Maurice Dunne, plumbing.....	10.00
Wisconsin Lakes Ice Co., ice.....	21.41
J. F. McGuire, street sprinkling.....	30.00
Wm. Dilley, brushes, etc.....	22.15
Chicago Telephone Co., telephone service	87.50
King's Model Laundry Co., laundry work, 3 months.....	41.13
M. W. Hartwell, coal.....	17.80
Morris W. Hartwell, coal.....	269.34
F. G. Hartwell Co., coal.....	18.40
Federal Coal Co., coal.....	20.00
Edgewater Coal Co., coal.....	19.00
Globe Coal Co., coal.....	19.00
G. Bossenga, removing ashes.....	6.00
Bartel Bros., oil.....	10.50
Borden & Selleck Co., repairing coal car, etc.....	33.25
Crosby Steam Gage and Valve Co., valves, etc.....	8.36
Dearborn Drug and Chemical Works, oil	50.99
Western Electric Co., brass fans, etc.....	15.20
The Jandus Electric Co., grinder, etc.....	20.45
John A. Roebling's Sons Co., tiller rope	10.10
James H. Rice Co., varnish, benzine, etc.	9.70

Geo. B. Carpenter & Co., rope.....	5.04
James S. Kirk & Co., "Ikeline".....	20.52
Bullard & Gormley Co., hardware.....	15.74
Traders Insurance Co., insurance.....	101.05
W. P. Nelson Co., painting.....	94.25
W. B. Wickersham, Sec'y. cash expendi- tures for July, 1903.....	40.73
	<u>\$1,380.11</u>

Director Lowe moved that the recommendation be concurred in.

Carried.

Yeas—Directors Bowers, Heldmann, Lowe, Despres, Lindstrand, Egan and the President—7.

Nays—None.

COMMITTEE ON FINANCE.

Director Lowe, for the Committee, presented the bill of the American Bonding & Trust Company for \$30, being the premium on the bond of the Secretary in the amount of \$10,000, and moved that it be ordered paid.

Carried.

NEW BUSINESS.

Director Bowers presented an amendment to Article II. of the by-laws, changing the day of the regular meeting of the Board to the second Monday of each month, instead of the second and fourth Thursday of each month, and the hour of the meeting to 8 o'clock p. m. instead of 4 o'clock p. m.

Also, that the last paragraph of Article XX. incorporated in said article on May 8, 1902, and reading "At the discretion of the Board the last preceding paragraph of this article beginning 'All persons'

can be suspended at any time," be stricken out.

Also, that Article XXXV. be amended by striking out the word "majority" in the second line thereof and substituting the words "two-thirds vote."

Referred to the Committee on By-Laws.

Director Heldmann moved that in considering these proposed amendments the Committee be authorized to make a general revision of the by-laws and report the same to the Board.

Carried.

By consent the President appointed Director Bowers a member of the Committee on by-laws, to act temporarily.

STANDING COMMITTEES.

The President announced the following standing committees for the year 1903-1904.

Library:

Brosseau, Heldmann and Lindstrand.

Administration:

Bowers, Lowe and Despres.

Delivery Stations:

Despres, Brosseau and Bowers.

Buildings and Grounds:

Lowe, Egan and Lindstrand.

Finance:

Peabody, Lowe and Bowers.

By-Laws:

Heldmann, Peabody and Egan.

On motion, the Board adjourned.

W. B. WICKERSHAM,

Secretary.

REPORT OF LIBRARIAN FOR JULY, 1903.

CIRCULATION OF BOOKS.

The number of books taken from the Library for home use during the month of July was 82,232, against 96,357 for the corresponding month of the previous year. The circulating department was open on 26 week days. The daily average week day circulation was 3,163.

REFERENCE ROOM.

	1903	1902
Number of recorded visitors.....	6,052	6,100
Books issued from stacks.....	17,372	17,620

No record was kept of the number of visitors who consulted the books on the open shelves.

ROOM FOR ART BOOKS.

Visitors, 396. Books consulted, 1,379.

PATENTS AND PUBLIC DOCUMENTS.

	1903	1902
Number of visitors.....	1,777	1,759
Volumes consulted.....	8,407	8,017

BOUND NEWSPAPERS AND BOOKS FOR THE BLIND.

Visitors, 218. Bound newspapers consulted, 400. Books for the blind circulated, 60.

READING ROOM.

Periodicals issued at counter, 7,951. No record kept of use of periodicals and newspapers on open stands and racks. Mean attendance per hour, 165. Average maximum attendance per hour, 195.

BRANCH READING ROOMS.

	No. 1.	No. 2.	No. 3.	No. 4.	No. 5.	No. 6.
Number of visitors.....	1,142	1,303	1,678	788	1,524	3,039
Periodicals issued.....	843	1,311	1,446	1,553	1,863	2,301
Books issued.....	405	466	599	666	690	1,169
Average Sunday visitors.....	18	43	34	18	42	92
Women visitors.....	38	262	179	289	80	475

DELIVERY STATIONS.

The number of books issued from 67 delivery stations was 42,760, against 54,081 from 67 stations for the same month of the preceding year.

REGISTRATION.

The number of cards issued on new registrations and re-registrations was 1,802,

of which 863 were issued to males and 939 to females. The registration of July, 1902, was 2,229. The number of two-year cards outstanding is 65,497.

BINDING DEPARTMENT.

Number of books at binderies July 1, 1903.....	1,455
Number of books sent to binderies in July.....	1,674
Total number of books at binderies in July....	3,129
Number of books received from binderies in July.....	1,120
Number of books at binderies August 1, 1903.....	2,009
Number of books repaired in Library in July.....	3,663

GROWTH OF THE LIBRARY.

The total number of volumes in the Library July 31, 1903, was 285,535. Received since June 1, 1903, 1,232; since July 1, 494. Books worn out and condemned since June 1, 724; since July 1, 250. Books lost and paid for since June 1, 75; since July 1, 33. Books found and money refunded since June 1, 15; since July 1, 7.

FRED'K H. HILD, Librarian.

Chicago, Aug. 13, 1903.

BOARD OF DIRECTORS
OF THE
CHICAGO PUBLIC LIBRARY.

REGULAR MEETING.

CHICAGO, THURSDAY, AUGUST 27, 1903.

OFFICIAL RECORD.

There were present the President Director Eckhart in the chair and Directors Bowers, Lowe, Despres and Lindstrand.

Absent—Directors Peabody, Brosseau, Heldmann and Egan.

MINUTES APPROVED.

On motion of Director Bowers the minutes of the regular meeting of August 13, 1903, were approved as recorded and printed, without being read.

COMMUNICATIONS.

A communication was received from ex-Director Charles A. Plamondon, Chairman of the Executive Committee of the Chicago Centennial Celebration, stating that the Daughters of the Revolution have arranged as a part of the program of said Celebration to hold a reception and colonial tea on Wednesday evening, September 30, 1903, in Memorial Hall and in such other rooms as the Library Board may grant them for such use, and praying the Board to set aside for such pur-

pose on that date the patent room to be used as a cloak room, the room known as the blind room to be used as a tea room and the bound newspaper room to be used as a serving room.

Director Bowers moved that the request of Mr. Plamondon for the use of the rooms mentioned be granted on condition that they be restored in as good order as when they are turned over for the purposes indicated.

Carried.

Director Lindstrand moved that the matter of cleaning the rooms in question and putting them in proper condition be referred to the Committee on Buildings and Grounds with power to act.

Carried.

Yeas—Directors Bowers, Lowe, Despres, Lindstrand and the President—5.

Nays—None.

Communications were, also, received as follows:

From T. Love Szydlowski, praying the Board to remit a fine of 38 cents

charged to his card for keeping a book twelve days overtime.

Director Bowers moved that the request of Mr. Szydlowski be not granted and that his communication be ordered filed.

Carried.

From John J. Enright, former elevator operator, making certain suggestions looking toward a compromise of his claim submitted to the Library Board May 28, 1903.

Referred to the Committee on Administration.

COMMITTEE ON FINANCE.

Director Lowe for the Committee, presented a bill in favor of Ernst Hummel, City Treasurer, for interest amounting to \$363.01, on anticipation tax warrant No. 320 for \$10,000, and moved that it be ordered paid.

Carried.

Yeas—Directors Bowers, Lowe, Despres, Lindstrand and the President—5.

Nays—None.

Director Lowe, also, presented a proposition from the International Audit Company to audit the books and accounts of the Public Library for the year ending May 31, 1904, for \$100, the audit to be done quarterly as heretofore, and recommended that the proposal be accepted.

Director Bowers moved that the recommendation be concurred in.

Carried.

Yeas—Directors Bowers, Lowe, Despres, Lindstrand and the President—5.

Nays—None.

COMMITTEE ON BY-LAWS.

In the absence of a majority of the Committee, the business in its hands

was, on motion, taken up for consideration by the Board.

Director Bowers then presented the following report, agreed upon by the Committee:

To the President and Board of Directors, Chicago Public Library.

Gentlemen:—Your Committee on By-Laws, to which was referred at last meeting certain proposed amendments to the by-laws, and, also, the question of a general revision of the by-laws of the Board, begs leave to report that it has given attention to the same and recommends as follows:

1. That the day and hour of regular meetings of the Board be changed from 4 o'clock p. m. on the second and fourth Thursdays of each month to the second and fourth Mondays of each month at 8 o'clock p. m.

2. That a clause be inserted in Article V. giving the President power to add one or more members to any Committee whose members fail to act on account of sickness, absence or other cause; such additional members to act temporarily.

3. That the words "certified to be correct by the Secretary and" be inserted in Article VI. in the fourth line, after the word "vouchers," and that hereafter vouchers so certified, ordered paid by the Board and signed by the President shall be deemed a properly authenticated voucher within the meaning of the State Library Act.

4. That Article XIII. be amended so as to include the new branch library within the supervision of the Committee on Buildings and Grounds.

5. That the paragraph relating to salaries of employes, promotions, etc., in Article XX be amended by adding thereto the words "in accordance with the rules of the Civil Service Commission" and that said paragraph so amended be transferred and become a part of Article XVIII.

6. That Article XVIII. thus amended and the first paragraph of Article XIX. be transposed in position and number.

7. That the paragraph in Article

XX., relating to vacations of employes, be amended so as to allow a vacation of three weeks each year to each employé who has been in the library service twelve months. Also, that the last paragraph of this article beginning "At the discretion of the Board," be stricken out.

8. That the second section of Article XXIII. be amended by striking out the provision for extending the use of the Library to any one in the County not otherwise entitled to it upon the payment of three dollars per year, and by the insertion of a clause which will entitle students attending school in the city, but who live outside of the city in Cook County to the use of the Library.

The first of these recommendations is made because the amount to be paid is practically prohibitive—thirteen persons having availed themselves of this privilege in the last fifteen years; and the second is made to cover the case of students who need books for collateral study and reference.

9. That Article XXIII. be also, amended by adding a clause authorizing the Librarian to loan books to scholars and others upon the requisition of another librarian and to make requisitions upon other libraries for books for the use of patrons of this Library.

10. Your Committee recommends that the amendment to Article XX., proposed June 25th last, giving the Board power to excuse an employé for failing to register on the time clock, be filed, as in the opinion of the Committee such amendment would practically nullify the operation of the paragraph to which it relates.

The other two proposed amendments referred to the Committee on the above date are covered in the revision of the by-laws herewith submitted.

The Committee has made sundry small verbal changes and transpositions of words and sentences which do not affect the sense, but which

make better English and render the meaning more clear.

Your Committee, therefore, submits the following revised by-laws as the result of its deliberations and recommends the adoption of the same.

.....
.....
.....

Committee on By-Laws.

Chicago, Aug. 27, 1903.

BY-LAWS AS AMENDED.

ARTICLE I. The annual meeting of the Board of Directors of the Chicago Public Library, for the election of officers, shall be held as soon as is practicable after the first day of July, and after the new Directors shall have been appointed and have qualified.

ART. II. Regular meetings shall be held on the second and fourth Mondays of each month, at 8 o'clock p. m., and at all meetings five Directors shall constitute a quorum of the Board. The order of business at regular meetings of the Board shall be as follows:

1. Reading the records of previous meeting.
2. Communications.
3. Unfinished Business.
4. Reports from Standing Committees.
5. Reports from Special Committees.
6. Reports of Officers.
7. New Business.

ART. III. Special meetings may be called by the Secretary, upon the written request of the President or of any two Directors, and a notice thereof of not less than two days shall be given to each Director, in which shall be stated the object of the meeting, and no business shall be transacted at such meeting except such as is stated in the notice.

ART. IV. The officers of the Board of Directors shall consist of a President, a Vice-President and a Secretary, who shall hold their offices respectively until the next annual election, and until their successors shall have been elected and have qualified.

ART. V. There shall be six Standing Committees, to be appointed by the President, namely: A Committee on Library; on Administration; on Delivery Stations; on Buildings and Grounds; on Finance; and on By-Laws; each of said Committees to consist of three Directors; *provided*, that if any member of any Committee be unable or fail to act on account of sickness, absence or other cause, the President may add one or more members to such Committee to serve temporarily. Special Committees may from time to time be appointed when ordered by the Board.

ART. VI. The President shall be ex-officio a member of each of the Committees, without power to vote. It shall be his duty to preside at all meetings of the Board; to sign all vouchers certified to be correct by the Secretary and approved by the Board, upon which warrants shall be drawn on the City Treasury on account of the Library Fund; to appoint the Standing Committees for the year; to prepare, for the consideration of the Board, the annual report of the Board of Directors, required by the seventh section of the "Free Public Library" Act.

ART. VII. In the absence or inability of the President, all the duties of that office shall devolve upon the Vice-President.

ART. VIII. It shall be the duty of the Secretary to keep a neat, exact and permanent record of the proceedings of the Board of Directors, and have copies thereof printed for the use and information of the members of the Board and of the officers of the Library. He shall, also, keep a record, when required to do so, of the transactions of the Committees of the Board, and send notices of all meetings of the Board to the Directors, and of the Committees to the members thereof. The Secretary shall, also, under the supervision of the Committee on Finance, be the financial officer of the Library, and keep its accounts and receive and safely deposit and account for all moneys

which may come into his custody from bequests, legacies, donations, fines, security deposits, sale of finding lists, books lost and paid for, and all other moneys which, under the rules and practice of the Library, may be placed in his custody as Secretary. He shall make to the Board, at the first meeting in each month, a statement of all moneys received and disbursed by him in the preceding month, and once each quarter he shall report the condition of the Library Fund, appending thereto a certificate as to the correctness of all his books of account for said quarter. And he shall perform such other duties as the Board may direct, and give such security for the faithful performance of his duties as the Board may order.

ART. IX. A Librarian and First Assistant Librarian shall be elected by the Board at its first regular meeting in April of each year. The Librarian shall, under the control of the Board of Directors, have charge of the rooms and working force of the Library, and shall be responsible for the care and safety of the books and other public property contained therein, and for the preservation of order in the rooms. He shall prepare, for the use of the Committee on Library, lists of books to be purchased; and shall have executive superintendence of all matters under the supervision of the several Standing Committees. He shall report to the Committee on Library, at its first meeting in each month, upon the condition and circulation of the books for the preceding month, and shall also make an annual report to the Board of Directors at the first regular meeting in June. The First Assistant Librarian shall, under the Librarian, have charge and control of the catalogue department, and of the persons employed therein. In the absence of the Librarian he shall attend to such details of administration as apply to the routine of the Library.

ART. X. The Committee on Library shall have control and supervision of all matters relating to the selection,

purchase, exchange and binding of books and periodicals; the sale and exchange of duplicates, and of old magazines and papers not kept for filing and binding; the arrangement, printing, sale and disposition of catalogues and finding lists, and of the statistics of circulation; and in all matters relating to the stamps, plates, labels and printed forms in use in the Library. It shall be the duty of the Committee to report upon the condition and circulation of the books for the preceding month at the first regular meeting of the Board in each month. It shall be its further duty to examine as often as practicable the books in the Library, and to exclude from circulation, and, if deemed expedient, from the Library, also, any and all books offensive to good morals, if any such shall be found in the Library. In every such case the Committee shall report to the Board, giving the reasons for whatever action shall have been thus taken. No purchase of books or periodicals shall be made except by authority of the Board. It shall make a summary report annually to the Board of Directors at the last regular meeting in May.

ART. XI. The Committee on Administration shall have supervision of matters relating to the appointment, control, remuneration and hours of service of the employes of the Library; to the arrangement for the circulation of books and periodicals, and the needful examination of the Library. It shall make a summary report annually to the Board of Directors at the last regular meeting in May.

ART. XII. The Committee on Delivery Stations shall have supervision and care of the Delivery Stations established by the Board, and of all matters pertaining thereto. It shall make a summary report annually to the Board of Directors at the last regular meeting in May.

ART. XIII. The Committee on Buildings and Grounds shall have supervision of the maintenance, alteration,

repair, furnishing, heating and lighting of the Library and Branch Library Buildings; the Branch Reading Rooms, including the leasing of said rooms, and of insurance. It shall make a summary report annually to the Board of Directors at the last regular meeting in May.

ART. XIV. The Committee on Finance shall have supervision of the accounts, the revenues arising from the Library Fund and from other sources, and the care, custody and investment of all moneys received by the Library through bequests, legacies or donations. It shall make a summary report annually to the Board of Directors at the last regular meeting in May.

ART. XV. The Committee on By-Laws shall consider and report upon all propositions for the amendment, repeal, and revision of any of the By-Laws of the Library, and upon all legal questions arising in the Board.

ART. XVI. At any meeting the ayes and noes shall be called upon any question before the Board, at the request of one Director.

ART. XVII. All proposed expenditures of money, except current and incidental expenses, shall, unless otherwise ordered by the Board, be referred to the proper Committee for consideration and report thereon, and no appropriation shall be made, or indebtedness incurred, to an amount exceeding one hundred dollars, without the concurring votes of a majority of the Directors.

ART. XVIII. Under the Civil Service Act, in effect August 26, 1895, all applicants for positions of any kind in the Library are required to pass the Civil Service examination. No application, therefore, will be considered by the Board of Directors until after the applicant has passed such examination, and then only in the order in which his or her name appears on the "Registers of Eligibles," and when a vacancy occurs in the grade for which he or she has passed the examination.

ART. XIX. The salaries of the em-

ployés shall be fixed annually by the Board; and promotions may be made for efficiency, faithfulness, length of service, or other sufficient cause, in accordance with the rules of the Civil Service Commission. The employment, compensation and discharge of all employés of the Library Board shall be considered only in executive session.

All communications by employés of the Library, addressed to the Board, shall be transmitted through the Librarian, or in his absence, through the Secretary of the Board, unless such communications concern such officers; and it shall be the duty of such officer to present such communications at the next meeting of the Board, with his opinion thereon accompanying the same.

ART. XX. The term of service of all employés of the Library shall be dependent upon good conduct and efficiency and the requirements of the service. They shall be subject to suspension from employment by the Committee on Administration, or Librarian, with loss of salary during such suspension, on account of absence without leave, want of attention to business, unreasonable waste of time, want of courtesy toward the public, or improper behavior of any kind. When a suspension shall have been ordered by the Committee, such suspension, with reasons therefor, shall be reported by the Committee to the Board at its next regular meeting. When the Librarian shall have suspended an employé, he shall report the fact to the Committee on Administration for its approval or disapproval, and the reasons for such approval or disapproval shall be reported to the Board at the next regular meeting thereof. Any employé who shall be suspended shall, upon such suspension, be subject to dismissal by the Board of Directors, but he or she shall be given an opportunity to be heard in his or her own defense before the Board, as well as before the Civil Service Commission in the manner

set forth in Section 12, entitled "Removals," of the Civil Service Act, before such dismissal shall take effect.

Employés shall be at their posts promptly, and shall remain there during the hours of their regular duty.

When reporting for duty employés shall register their time of arrival at the time clock.

Janitors, janitresses, elevator men and watchmen shall register both time of arrival and departure.

No employé shall handle any key except his or her own.

A record shall be kept of all cases of tardiness and a report of the same shall be made to the Committee on Administration.

Employés shall, also, register in the daily time book kept in each department. Heads of departments shall record in these books all absences of employés from their posts during regular hours whether excused or not.

Failure to register at the time clock or in the daily time book shall be counted as absence in making up the pay roll.

After May 1, 1904, all persons who have been regularly employed in the Library twelve months shall be entitled to vacations at the rate of three weeks each year, with pay, exclusive of legal holidays and of Saturday half-holidays allowed from May 1 to October 1, to be arranged by the Librarian. A record of the attendance of each employé shall be kept, and no allowance shall be made for absence from duty except as above provided, unless by a vote of a majority of the Board.

ART. XXI. The Library shall be open on all secular days, except legal holidays, from 9 o'clock a. m. to 6:30 p. m. The Branch Reading Rooms and Delivery Stations shall be open during such hours as the Board shall from time to time determine. If a holiday occur on Sunday, the day succeeding or the day preceding such Sunday may, at the discretion of the Committee on Administration, be treated as such holiday.

ART. XXII. Any person of good deportment and habits may use the Reading and Reference Rooms. No person who is intoxicated or is unclean in person or dress shall be admitted to, or allowed to remain in, these rooms. No person shall be allowed to converse, smoke, partake of refreshments, lounge or sleep in such rooms, or use them for any purpose for which they are not intended.

Every person desiring to read a periodical in the Reading Room or a book in the Reference Room other than those kept on the open shelves, shall write plainly his or her true name and place of abode on a slip furnished for the purpose, with the list number of the periodical, or shelf number of the book desired, and shall hand the slip to the attendant, to be held as a voucher. Before leaving the room the borrower shall return the periodical or book to the attendant, and shall not under any circumstances take the same from the room.

ART. XXIII. Any resident of Chicago may draw books from the Library by registering his or her name and complying with either of the following conditions:

1. Giving satisfactory security in the form following, to remain in force not more than two years:

Chicago, ... 19 ..
 "I, the subscriber, hereby certify that
 residing at No. Street, is a fit person to
 enjoy the privileges of the Chicago Public Library,
 and that I will, for the period of two years, be responsible for the observance by of the
 regulations of the Library, and will make good
 any injury or loss the Library may sustain, or
 indebtedness incurred, from the issue on this certificate of a card which will entitle the said principal
 to draw books.

"(Signed), ..."

"Residing at No. Street."

N.B.—The privileges granted in consequence of this certificate may be revoked at pleasure by the Library, or by the signer on surrendering the Library card. Applications for registration may be made at the Main Library, or at any of the Delivery Stations; but registration in more than one place is forbidden.

2. Depositing three dollars with the Secretary, and in special cases such further sum as the value of the book asked for may, in the judgment of that officer, require. For such deposit a receipt shall be given. The privileges of the Library are extended to persons residing outside of the city limits of Chicago, in Cook County, who pay city taxes or are engaged in a permanent business or are attending school in Chicago; subject to the regulations that apply to the actual residents of the city; provided, that the guarantor for such person be an actual resident of the city.

Special privilege cards may be issued to teachers in the public schools entitling the holder to draw six books at a time for the use of pupils, subject to the general rules governing the circulation of books.

In order to extend the usefulness of the library an inter-library loaning system is approved, and the Librarian is authorized to honor at his discretion requisitions upon other libraries for books for special use, and to make requisitions upon other libraries for books for patrons of this Library.

ART. XXIV. The Board of Directors may, for special reasons, admit to the use of the Library, persons not actual residents of Cook County. All the privileges of the Library given to Directors shall be extended to ex-Directors.

ART. XXV. Each person entitled to draw books from the Library will be supplied with a card inscribed with his or her name, residence, and register number. This card must be presented whenever a book is taken, returned or renewed; and if lost, it will not be replaced until thirty days after notice of the loss shall have been given, except upon sufficient consideration by the Librarian. Immediate notice of a change of residence must be given at the Library. Neglect to give this notice shall subject the cardholder to forfeiture of privileges.

ART. XXVI. The holder of a card is entitled to draw one book, if octavo or large size; or two books of smaller

size than octavo, they being the same work.

ART. XXVII. Books may be retained two weeks, and may be once renewed for the same period. No book shall be reissued to the same person until it has been on the shelf twenty-four hours.

ART. XXVIII. Books of recent purchase, labeled "Seven-Day Book," shall not be retained more than one week and shall not be renewed or transferred.

ART. XXIX. Encyclopedias, dictionaries, bound periodicals, and other works of reference, elaborately illustrated books and such others as may be unsuited for general circulation, can be used only in the Library rooms.

ART. XXX. A fine of three cents a day shall be paid on each work, whether bound in one or more volumes, which is not returned according to the provisions of the preceding rules, and an additional charge of two cents shall be made for each notice sent for the return of a book, and no other book will be delivered to the party incurring the fine till it is paid. When a book shall have been detained beyond the prescribed time, and it becomes necessary to send a messenger to the borrower to secure its return, an additional fine of twenty-five cents shall be added.

ART. XXXI. Writing or marking in books is prohibited; and all injuries to books beyond reasonable wear, and all losses, shall be promptly adjusted to the satisfaction of the Librarian.

ART. XXXII. Delinquents will be notified through the mails on the sixth day after their delinquency has occurred; and one week thereafter, if the book be not returned, the guarantor shall be notified. If the book be not returned within one month after serving the first notice, the Librarian may proceed to collect, through the Law Department of the city, the value of the book, with accrued fines and other charges to the date of the payment.

ART. XXXIII. It shall be the duty

of all persons having the privileges of the Library, to notify the Librarian of the existence of any contagious diseases in their residences or families, and for failure to do so their privileges may be declared forfeited by the Board.

ART. XXXIV. Any person abusing the privileges of the Library, or violating these regulations, shall be temporarily suspended from the use of the Library by the Librarian, and the case shall be reported to the Committee on Administration for proper action thereon; and such person may, in the discretion of the Board of Directors, forfeit his or her Library privileges.

ART. XXXV. These By-Laws may be altered, amended or repealed by a majority of the Directors, but no such action shall be taken except at a regular meeting subsequent to the regular meeting at which such action was proposed.

Director Lowe moved that the by-laws submitted with the report be taken up *seriatim* and that a vote be taken upon such articles as have been amended.

Carried.

The Secretary then read Article II. changing the day and hour of meeting from the second and fourth Thursday of each month at 4 o'clock in the afternoon to the second and fourth Mondays of each month at 8 o'clock p. m.

Director Bowers moved that Article II., as amended be adopted.

Carried.

Yeas—Directors Bowers, Lowe, Despres, Lindstrand and the President—5.

Nays—None.

Article V., as amended, having been read, Director Bowers moved that it be adopted.

Carried.

Yeas—Directors Bowers, Lowe, Des-

pres, Lindstrand and the President—5.

Nays—None.

Article VI., as amended, having been read, Director Lowe moved that it be adopted.

Carried.

Yeas—Directors Bowers, Lowe, Despres, Lindstrand and the President—5.

Nays—None.

The President having called the attention of the Board to the need of better supervision of the hours of the attendants, Director Bowers moved that Article XI. be amended by inserting after the word "remuneration" in the fourth line of the printed by-laws the words "and hours of service."

Carried.

Yeas—Directors Bowers, Lowe, Despres, Lindstrand and the President—5.

Nays—None.

Article XIII., as amended, having been read, Director Bowers moved that it be adopted.

Carried.

Yeas—Directors Bowers, Lowe, Despres, Lindstrand and the President—5.

Nays—None.

Article XIX., as amended, having been read, Director Bowers moved that it be adopted.

Carried.

Yeas—Directors Bowers, Lowe, Despres, Lindstrand and the President—5.

Nays—None.

Article XX., having been read, Director Bowers moved that it be fur-

ther amended by inserting in the last paragraph the words "with pay" after the words "each year," and by adding to the paragraph the words "unless by a vote of a majority of the Board."

Director Bowers moved that Article XX., as amended, be adopted.

Carried.

Yeas—Directors Bowers, Lowe, Despres, Lindstrand and the President—5.

Nays—None.

Article XXIII., having been read, as amended, Director Lowe moved that it be adopted.

Carried.

Yeas—Directors Bowers, Lowe, Despres, Lindstrand and the President—5.

Nays—None.

Director Bowers moved that the report of the Committee and the by-laws as a whole be now adopted.

Carried.

Yeas—Directors Bowers, Lowe, Despres, Lindstrand and the President—5.

Nays—None.

Director Bowers moved that the Secretary be authorized to print 2,000 copies of the by-laws in pamphlet form with the City Ordinances relating to the Library and the State Library Act appended.

Carried.

On motion of Director Bowers, the Board adjourned.

W. B. WICKERSHAM,

Secretary.

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[1903.

BOARD OF DIRECTORS OF THE CHICAGO PUBLIC LIBRARY.

REGULAR MEETING.

CHICAGO, MONDAY, SEPTEMBER, 14 1903.

OFFICIAL RECORD.

There were present the President, Director Eckhart in the chair and Directors Bowers, Heldmann, Despres, Lindstrand and Egan.

Absent—Directors Peabody, Brosseau and Lowe.

MINUTES APPROVED.

On motion of Director Bowers the minutes of the regular meeting held August 27, 1903, were approved as recorded and printed, without being read.

COMMUNICATIONS.

A communication was received from Henry G. Foreman, Esq., President of the Board of Cook County Commissioners, asking that a portion of the worn out books and magazines discarded by the Library be contributed to the Cook County institutions at Dunning.

Referred to the Librarian with power to act.

The following communication was received:

"Sherwin-Williams Co.

"Pullman, Ill., Sept. 2, 1903.

"Mr. W. B. Wickersham, *Secretary,*

"*Chicago Public Library, Chicago*

"Dear Sir:—I beg to acknowledge receipt of your favor of the 29th ult. in reference to the applications for cards signed by myself. I have taken this matter up with the higher officials of the company and they are quite willing to sign a bond for \$100, or whatever amount may be necessary in order to protect the Library.

"I await your favorable reply, but will be pleased to call on you in person, if necessary.

"Yours very truly,

"H. J. HAIN,

"*Superintendent.*"

Director Bowers moved that the Secretary inform Sherwin-Williams Company that if it will deposit fifty dollars as a guarantee the Library will accept the signature of H. J. Hain, Superintendent, when signed to the applications for cards for employés of that company.

Carried.

Communications were, also, received as follows:

From Chas. N. Storkan, praying the Board to establish a delivery station at his store, southeast corner Western avenue and Augusta street.

Referred to the Committee on Delivery Stations.

From John Murray, coal passer, praying the Board to re-imburse him for salary lost on account of absence from work for three weeks, caused by an injury received while in the employ of the Board.

Referred to the Committee on Administration.

From Meyer Linker, page, praying the Board to grant him a leave of absence for one month, beginning October 1st next.

Referred to the Committee on Administration.

From J. A. Bovett, veterinarian, giving the results of an examination of one of the delivery station horses and stating that in his judgment the recovery of the animal is doubtful.

Referred to the Committee on Delivery Stations.

COMMITTEE ON LIBRARY.

Director Heldmann, for the Committee on Library, presented the following lists of books agreed upon by the Committee:

A list of current American books, comprising 83 volumes, estimated to cost \$100; a list of English books, comprising 28 volumes, estimated to cost \$40; a list of books and periodicals, mostly continuations, to be paid for from the incidental fund, amounting to \$90.77.

Director Heldmann moved that the books and periodicals be ordered pur-

chased in accordance with the agreement of the Committee.

Carried.

Yeas—Directors Bowers, Heldmann, Despres, Lindstrand, Egan and the President—6.

Nays—None.

Director Heldmann, also, presented the Librarian's report for the month of August, 1903, and it was ordered to be filed and printed.

Director Heldmann, also, presented the following bills audited and approved:

Director Bowers moved that the bills be ordered paid.

Carried.

Yeas—Directors Bowers, Heldmann, Despres, Lindstrand, Egan and the President—6.

Nays—None.

A. C. McClurg & Co., books.....	\$ 801.21
American School of Correspondence, books.....	32.50
Chicago Job Book Bindery, binding.....	12.72
Joseph Flucke, binding.....	275.20
Geo. E. Koehler, binding.....	86.20
Gane Brothers & Co., antiquar paper.....	21.00
The Barrett Bindery Co., binders.....	4.70
Peterson Linotype Co., composition, etc. on finding list.....	71 61
Western Banknote & Engraving Co., letter-heads, etc.....	22.00
E. S. Rooks & Co., envelopes.....	12.50
N. B. Barlow Printing Co., printing.....	17.00
Keen & DeLang, stationery.....	16.10
W. D. Messinger & Co. Manilla paper...	12.35
Geo. E. Cole & Co., stationery.....	5.23
Remington Typewriter Co., typewriting machine.....	90.27
W. B. Wickersham, Sec'y, cash expenditures for August 1903.....	226.77
	\$1,707.37

COMMITTEE ON DELIVERY STATIONS.

Director Despres, Chairman, stated that on account of the sickness of one of the delivery station horses it was desirable to purchase a new animal

at once, and moved that the matter of the purchase of a horse for the delivery station work be referred to the Committee on Delivery Stations with power to act.

Carried.

Yeas—Directors Bowers, Heldmann, Despres, Lindstrand, Egan and the President—6.

Nays—None.

Director Despres, also, presented the following bills audited and approved and moved that they be ordered paid.

Carried.

Yeas—Directors Bowers, Heldmann, Despres, Lindstrand, Egan and the President—6.

Nays—None.

Isaac Shillington boarding horses.....	\$140
George Bennet, shoeing horses	21
	\$161

COMMITTEE ON BUILDINGS AND GROUNDS.

Director Egan, for the Committee, reported that under the authority given to the Committee at last meeting it had authorized a contract with John L. Nelson & Bro. Co., for re-painting the G. A. R. Board of Directors' room and two rooms adjoining, and, also, the room adjoining and south of the post room in the Grand Army quarters; the whole to be done for the sum of \$190.

Director Bowers moved that the action of the Committee be concurred in. Carried.

Yeas—Directors Bowers, Heldmann, Despres, Lindstrand, Egan and the President—6.

Nays—None.

Director Egan stated that the iron fence, standpipes and ladders and certain other iron work in the rear of the building and the ladder leading to the

top of the smoke-stack needed re-painting; that this work is of such a nature that it cannot be done with our own help and he moved that the Committee be authorized to obtain bids and to proceed with the work.

Also, that the Committee be authorized to purchase twenty gallons of durable metal coating paint for the painting of the pipes on the roof of the building and other iron work in the court, which can be readily reached by the Library's own employes.

« Director Bowers moved that the Committee on Buildings and Grounds be authorized to proceed with the painting of the iron fence and other outside iron work in accordance with its request.

Carried.

Yeas—Directors Bowers, Heldmann, Despres, Lindstrand, Egan and the President—6.

Nays—None.

Director Egan, also, stated that certain of the branch reading rooms needed some new furniture and fixtures before the beginning of winter, such as cocoa matting, door mats, curtains, etc., and moved that the Secretary be authorized to procure the same.

Carried.

Director Egan, also, stated that the two domes of the building required attention on account of leaks which have recently appeared and moved that the necessary repairs be made upon the same.

Carried.

The Librarian stated that he had just been informed that lightning

had struck the northeast corner of the roof of the building and had slightly displaced one of the large stones in the ballustrade and had done some other slight damage to the building, whereupon

Director Bowers moved that the matter of repairs to the roof of the building be referred to the Committee on Buildings and Grounds with power to act.

Carried.

Director Egan presented the following bills audited and approved and moved that they be ordered paid.

Carried.

Yeas—Directors Bowers, Heldmann, Despres, Lindstrand, Egan and the President—6.

Nays—None.

Carr Bros., rent, etc., Hyde Pk. reading room.....	\$ 50.00
Ernst Stock, rent North Av. reading room.....	55.00
Geo. R. Nichols, rent, etc. Blue Island Av. reading room.....	60 00
Chas. G. Haddock, rent W. Madison St. reading room.....	60.00
Frederick Herhold, rent, etc. Milwaukee Av. reading room.....	60.00
Maurice Dunne, rent, etc., State St. reading room.....	62.50
The Peoples Gas Light and Coke Co., gas.....	23.80
J. F. McGuire, street sprinkling.....	30.00
Wisconsin Lakes Ice Co., ice.....	20.28
Henry C. Todd & Co., toilet articles.....	30.80
Chicago Telephone Co., changing location of telephone.....	4.00
Morris W. Hartwell, coal.....	589.26
Dearborn Drug and Chemical Works, oil.....	16.38
D. J. Gallagher Mfg. Co., waste, etc.....	12.02
Bartell Bros., oil.....	6.50
A. Plamondon Mfg. Co., repairing elevators 7 and 9.....	52.30
Otis Elevator Co., repairs to elevators.....	8.50
Bullard & Gormley Co., rivets, window pols, etc.....	14.72
Morrison, Plummer & Co., camphor, ammonia, etc.....	10.45
C. Sidney Shepard & Co., pails, cups, funnels, etc.....	7.27

W. H. Salisbury & Co., rubber cord etc.....	6 10
Traders Insurance Co., insurance on horses, wagons, etc.....	32.10
Library Bureau, Cabinet,.....	8.00
Joseph Halsted, repairing electric lamp cages.....	208.42
Borden & Selleck Co., rebuilding ash-handling machinery.....	725.00
W. B. Wickersham, Sec'y, cash expenditures for Aug. 1903.....	16.74
	<u>\$2,170.12</u>

COMMITTEE ON FINANCE.

Director Bowers in the absence of a majority of the Committee moved that the business in its hands be taken up and be transacted in open Board.

Carried.

Director Bowers, then presented a bill in favor of Ernst Hummel, City Treasurer, for interest on a \$10,000 anticipation tax warrant for \$389.04 and moved that the bill be ordered paid.

Carried.

Yeas—Directors Bowers, Heldmann, Despres, Lindstrand, Egan and the President—6.

Nays—None.

NEW BUSINESS.

The Librarian presented the following letter:

"1803—Chicago Centennial—1903.

Chicago, Sept. 14, 1903.

"FREDERICK HILD, Librarian,
"Chicago Public Library, Chicago.
 "DEAR MR. HILD:—Pursuant to our conversation I write you this letter that you may bring the subject of the tablets before the Board. We wish to place an artistic and presentable piece of plaster on the most advantageous and public corner of the outer wall of the Library. This will incur no damage whatever to the building.

The design will be the two Forts Dearborn. We have met with no objection at points where other tablets were to be established, and hope we can secure the position for this temporary structure on the Public Library building.

"With thanks to the Board for consideration,

"Yours very truly,

"H. L. REITWITCH."

On motion of Director Bowers the communication and subject to which it relates was referred to the Committee on Buildings and Grounds with power to act.

On motion of Director Heldmann, the Board adjourned.

W. B. WICKERSHAM,

Secretary.

REPORT OF LIBRARIAN FOR AUGUST, 1903.

CIRCULATION OF BOOKS.

The number of books taken from the Library for home use during the month of August was 82,560, against 93,529 for the corresponding month of the previous year. The circulating department was open on 26 week days. The daily average week day circulation was 3,175.

REFERENCE ROOM.

	1903	1902
Number of recorded visitors.....	6,889	6,585
Books issued from stacks.....	20,324	19,247

No record was kept of the number of visitors who consulted the books on the open shelves.

ROOM FOR ART BOOKS.

Visitors, 512. Books consulted, 1,878.

PATENTS AND PUBLIC DOCUMENTS.

	1903	1902
Number of visitors.....	1,522	1,408
Volumes consulted.....	7,318	6,528

BOUND NEWSPAPERS AND BOOKS FOR THE BLIND.

Visitors, 217. Bound newspapers consulted, 358. Books for the blind circulated, 61

READING ROOM.

Periodicals issued at counter, 8,262. No record kept of use of periodicals and newspapers on open stands and racks. Mean attendance per hour, 186. Average maximum attendance per hour, 226.

BRANCH READING ROOMS.

	No. 1.	No. 2.	No. 3.	No. 4.	No. 5.	No. 6.
Number of visitors.....	1,211	1,743	1,803	930	2,205	3,286
Periodicals issued..	832	1,436	1,423	1,761	2,690	2,420
Books issued. .	487	944	795	830	729	1,194
Average Sunday visitors.	21	43	39	23	59	88
Women visitors.....	32	323	241	358	131	421

DELIVERY STATIONS.

The number of books issued from 67 delivery stations was 40,619, against 50,750 from 67 stations for the same month of the preceding year.

REGISTRATION.

The number of cards issued on new registrations and re-registrations was 2,053, of which 1,018 were issued to males and 1,035 to females. The registration of August' 1902, was 2,078. The number of two-year cards outstanding is 64,382.

BINDING DEPARTMENT.

Number of books at binderies August 1, 1903.....	2,009
Number of books sent to binderies in August.....	703
Total number of books at binderies in August.	2,712
Number of books received from binderies in August.....	1,167
Number of books at binderies August 31, 1903.....	1,545
Number of books repaired in Library in August.....	4,325

GROWTH OF THE LIBRARY.

The total number of volumes in the Library August 31, 1903, was 286,094. Received since June 1, 2,004; since August 1, 772. Books worn out and condemned since June 1, 903; since August 1, 179. Books lost and paid for since June 1, 116; since August 1, 41. Books found and money refunded since June 1, 22; since August 1, 7.

FRED'K H. HILD, Librarian.

Chicago, Sept. 14, 1903.

BOARD OF DIRECTORS OF THE CHICAGO PUBLIC LIBRARY.

REGULAR MEETING.

CHICAGO, MONDAY, SEPTEMBER, 28 1903.

OFFICIAL RECORD.

There were present the President Director Eckhart in the chair and Directors Bowers, Lowe, Despres and Lindstrand.

Absent—Directors Peabody, Brosseau, Heldmann and Egan.

MINUTES APPROVED.

Director Bowers moved that the minutes of the regular meeting held September 14, 1903, be approved as recorded and printed, without being read.

Carried.

COMMUNICATIONS.

The following communication was received from the City Comptroller:

"CITY OF CHICAGO,

"DEPARTMENT OF FINANCE.

Chicago, Sept. 15, 1903.

"JOHN W. ECKHART, Esq.,

"President, Chicago Public Library,

"Chicago.

"DEAR SIR:—Replying to your verbal request I will have prepared and submit to you a general statement of the tax levy and certificates outstanding

against said levy with amounts of accrued interest up to date within the next few days.

"Will you please have a resolution directing the Comptroller to negotiate a sale of certificates against levy for 1903 passed not to exceed 75 per cent of said levy at a rate not to exceed 5 per cent per annum.

"Very respectfully,

"L. E. MCGANN, *Comptroller.*"

Ordered to be filed.

A communication was, also, received from L. E. Gosselin, auditor in the City Comptroller's office, enclosing a statement of the Library tax warrants sold against the tax levy of 1903, referred to in the foregoing letter, and a statement showing the taxes received from the levy of 1902, to September 16th inst., and the amount of outstanding warrants of that year on September 15, 1903.

Ordered to be filed.

A communication was received from the Chicago Historical Society inviting the Board to attend a reception in the

Society's building at 8 o'clock p. m., September 28th inst., in commemoration of the one hundredth anniversary of the founding of Chicago.

The Secretary was directed to make a suitable acknowledgement to the invitation.

Communications were, also, received as follows:

From Henry G. Foreman, Esq., President of the Board of County Commissioners, thanking the Library Board for its courtesy in authorizing the Librarian to allot some of its worn out books to the County institutions at Dunning.

Ordered to be filed.

From Marshall Field & Co., requesting the loan of several of the bound volumes of early Chicago newspapers to be exhibited in cases where the public may see them, but not handle them.

Referred to the Committee on Library.

From Milo Putney, keeper of delivery station No. 8 West, notifying the Board that he has arranged to give up his store on October 1st and recommending Thos. T. Stringer as a suitable person to have charge of the station.

Referred to the Committee on Delivery Stations.

From Thos. T. Stringer, praying the Board to allow delivery station No. 8 West to remain in its present location and to place it under his care.

Referred to the Committee on Delivery Stations.

From C. O. Lundin, praying the Board to establish a delivery station at his place of business, 415 Thirty-first street.

Referred to the Committee on Delivery Stations.

From citizens residing in the vicinity of 687 W. Eighteenth street, praying the Board to establish a delivery station at that number under the care of Mrs. Stefania Chmielinski.

Referred to the Committee on Delivery Stations.

From Benjamin E. Cohan, page, praying the Board to grant him a leave of absence until June 17, 1904.

Referred to Committee on Administration.

From Maurice A. Horwitz, page, tendering his resignation as an employé of the Board.

Director Bowers moved that the resignation of Mr. Horwitz be accepted.

Carried.

From Agnes T. Donoghue, clerk, praying the Board to grant her pay for time lost from September 18, to September 28, 1903, on account of an injury received at the switch of an electric stove in the girls' kitchen.

Referred to the Committee on Administration.

COMMITTEE ON LIBRARY.

In the absence of a majority of the Committee on Library, Director Lindstrand moved that the business in its hands be taken up and be acted upon in open Board.

Carried.

The Librarian then presented a list of current American books, comprising 156 volumes, estimated to cost \$150.

Director Bowers moved that the books be ordered purchased.

Carried.

Yeas—Directors Bowers, Lowe, Despres, Lindstrand and the President—5.

Nays—None.

COMMITTEE ON ADMINISTRATION.

Director Bowers, Chairman, presented the following recommendations agreed upon by the Committee:

1. That the petition of Meyer Linker, page, for leave of absence for one month, beginning October 1st next, be granted.

2. That the petition of John Murray, coal passer, for salary for three weeks, lost through an injury received while on duty, be granted.

3. That Benjamin E. Cohan, page, who failed to report for duty after September 19th inst., be dropped from the roster of employés and that the Librarian be authorized to make a requisition for a page to fill his place.

4. That the Librarian be authorized to make a requisition for three pages to fill the vacancies created by the resignations of Louis Warsawsky, Robert Fueck and Maurice A. Horwitz.

5. That the petition of Albert E. Evans, page, for pay for four days on which he failed to ring up on the time clock be not granted.

Director Bowers moved that the recommendations of the Committee be concurred in.

Carried.

Director Bowers moved that the Librarian be authorized to make a requisition for two drivers for delivery station wagons at \$50 per month, each, to enter the service November 1, 1903.

Carried.

Yeas—Directors Bowers, Lowe, Despres, Lindstrand and the President—5.

Nays—None.

COMMITTEE ON DELIVERY STATIONS.

Director Despres, Chairman, stated that the Committee had had under consideration the matter of installing

a daily delivery of books to the delivery stations on the 1st of November next and submitted and read the following report made to the Librarian by the superintendent of that work.

FRED'K H. HILD, Esq.,

Librarian Chicago Public Library.

Dear Sir:—In regard to the resumption of daily service to the delivery stations, I would recommend that the delivery work be done with five wagons. This would give a daily trip to all stations. Books brought in one day would be delivered next day.

To accomplish this it would be necessary to have two extra wagons.

The approximate expense would be as follows:

Purchase of five extra horses at about \$175 apiece.

Supplies (such as blankets, storm fronts, etc.) for two more wagons, amounting to about \$50.

Employing two more drivers at \$50 per month each.

Employing six more pages at \$33 per month each.

The work would be accomplished in the following manner:

Wagon No. 1 would start from the Library at 8 a. m. with the Englewood load and return at 1 p. m. Change horses and take out the Crawford load, returning to the Library at 6 p. m. This would make a trip of about 28 miles.

Wagon No. 2 would start from the Library at 8 a. m. with the Austin load and return at 1 p. m. Change horses and take out the Irving Park load, returning to the Library at about 6:30 p. m.

This would make a trip of about 30 miles.

Wagon No. 3 would start from Rogers Park, arriving at the Library at 10 a. m., and return to Rogers Park. This wagon would be obliged to make an inside trip on heavy days, making a trip of 26 to 32 miles.

Wagon No. 4 would start from South Englewood, arriving at the Li-

brary at 11 a. m. and return to South Englewood. This would make a trip of 27 miles.

Wagon No. 5 would start from Pullman, arriving at the Library at 1 p. m., would return to Pullman, making a trip of about 32 miles.

The work in the Library would be as follows:

Irving Park load, which was brought in the night before, would be started at 8 a. m. and finished at 9 a. m.

Crawford load, which was brought in the night before, would be started at 9 a. m. and finished at 10:30 a. m.

Rogers Park load would be brought in at 10 and finished from 10:30 to 11:30 a. m.

The outside express bringing 9 South, 8 South, 14 South, 23 West, 15 West, Sears, Roebuck & Co., and McCormick would be finished between 11:30 and 12:30.

12:30 to 1:30 dinner hour.

South Englewood, brought in 11 a. m., would be finished from 1:30 to 2:30 p. m.

Pullman, brought in 1 p. m., would be finished from 2:30 to 3:30 p. m.

Englewood, brought in at 1 p. m., would be finished from 3:30 to 4:30 p. m.

Austin, brought in at 1 p. m., would be finished from 4:30 to 5:30 p. m.

I would, also, recommend that the books to South Englewood be delivered by express, as the roads between Auburn Park and South Englewood are unpaved. This would save about five miles of very heavy road and would be a great saving on our stock during the winter months.

Respectfully submitted,

W. A. PURER,

Superintendent of Delivery Stations.

Chicago, Sept. 1, 1903.

This report was accompanied by a driving schedule showing the time the wagons leave the Library and arrive and depart from all stations.

Director Despres moved that the report of the superintendent of delivery stations be adopted and that the Sec-

retary be directed to provide the supplies necessary for this work.

Carried.

Yeas—Directors Bowers, Lowe, Despres, Lindstrand and the President—5.

Nays—None.

COMMITTEE ON BUILDINGS AND GROUNDS.

Director Lowe, Chairman, presented the following report:

To the President and Board of Directors, The Chicago Public Library:

Gentlemen:—Your Committee on Buildings and Grounds begs leave to report that in pursuance of the authority given it by the Board on August 27th ult., your Committee accepted a proposition from John L. Nelson & Bro. Co. to wash, repair, plaster and apply one coat of paint to the walls of the Post room in the G. A. R. quarters of the Library building for the sum of \$65, and the work has been done. This work seemed necessary as the walls were found to be considerably marred when the old decorations of the room were removed.

Your Committee would, also, report that it has received the following bids for painting the outside iron work:

John L. Nelson & Bro. Co.....	\$114.00
The Almini Co.....	125 50
W. P. Nelson Co.....	197.00

Your Committee has awarded the contract for painting the outside iron work to John L. Nelson & Bro. Co. upon their bid of \$114.

Your Committee would also report that the slight damage to the roof caused by lightning has been temporarily repaired by the use of actinolite cement.

All of which is respectfully submitted.

J. W. LOWE,

F. A. LINDSTRAND.

Committee on Buildings and Grounds.

Chicago, Sept. 28, 1903.

Director Bowers moved that the report be received and filed.

Carried.

Yeas—Directors Bowers, Lowe, Despres, Lindstrand and the President—5.

Nays—None.

COMMITTEE ON FINANCE.

Director Bowers for the Committee presented the following report of the International Audit Company and moved that it be received, ordered filed and printed.

Carried.

September 28, 1903.

To THE PRESIDENT AND BOARD OF DIRECTORS,

Chicago Public Library, Chicago:

Gentlemen:—We have audited the books and accounts of the Chicago Public Library for the three months

ending 31st August, 1903.

We have pleasure in reporting that we find the books and accounts to be correct and in good order.

We present the following statements all of which we certify to be correct.

1. Ledger Balances; 31st August, 1903.

2. Statement of Quarterly Receipts and Expenditures of the Public Library Fund from 31st May, 1903, to 31st August, 1903.

3. Statement of Cash Receipts and Expenditures for the months of June, July and August, 1903.

Yours faithfully,

THE INTERNATIONAL AUDIT COMPANY,

By JOHN McLAREN,

ROBERT NELSON, C. A. President.
Manager.

LEDGER BALANCES.

31st August, 1903.

DEBIT.

Due by Comptroller	\$434,072.69	
Mortgage Loans	12,000.00	
Cash	4,831.77	
		<u>\$450,904.46</u>

CREDIT.

Public Library Fund:		
Fund of 1879 and prior years.....	\$ 23,534.44	
Fund of 1901, contingent.....	3,506.48	
Fund of 1903	407,031.77	
	<u>\$434,072.69</u>	
W. H. Ryder Fund.....	\$ 10,000.00	
W. H. Ryder Fund, Interest.....	2,448.33	
Jerome Beecher Fund	2,000.00	
Jerome Beecher Fund, Interest	1,139.20	
Security Deposits	787.75	
Special Deposits	200.00	
Incidental Fund	256.49	<u>\$450,904.46</u>

PUBLIC LIBRARY FUND.

STATEMENT OF RECEIPTS AND EXPENDITURES.

Three Months Ending 31st August, 1903.

RECEIPTS.

To Balance Public Library Fund 31st May, 1903.....	\$451,261.59
To Miscellaneous Receipts	1,983.75

\$453,245.34

EXPENDITURES.

By Books	\$ 3,286.05
By Newspapers and Periodicals	494.45
By Binding	1,695.85
By Books lost and paid for—refunds.....	25.75
By Finding lists	200.87
By Freight and Express	28.31
By Postage	135.00

By Delivery Stations	917.90	
By Branch Reading Rooms	1,115.60	
By Salaries:		
Main Library	\$26,289.79	
Branch Reading Rooms	1,550.92	
Delivery Stations	2,468.92	\$ 30,309.63
By Miscellaneous Expense		514.63
By Printing and Stationery		533.70
By Fuel		1,053.10
By Heating and Generating Plant		182.60
By Electric Supplies and Repairs		551.10
By Repairs, Alterations, etc.		1,165.67
By Elevator Supplies and Repairs		76.89
By Janitor's Expense		92.06
By Furniture and Fixtures		118.25
By Insurance		2,653.15
By Interest on Time Warrants		1,063.01
Total Expenditure for quarter.....		\$ 46,213.57
Balance of Library Fund		*\$407,031.77

Amount charged to Comptroller:

Fund of 1879 (unavailable)	\$ 23,534.44
Fund of 1901 (contingent)	3,506.48
Fund of 1902-1903	* 407,031.77
	\$434,072.69

*Note:—Estimated reduction of appropriation under "Juni Law" about \$170,000.00, leaving the balance to Library Fund \$237,031.77.

CASH RECEIPTS AND EXPENDITURES.

June, July and August, 1903.

	June	July	August
To Cash at close of previous month.....	\$4,374.71	\$4,474.61	\$4,778.73
To Comptroller for Incidental Fund.....	338.76	250.11	260.90
To Miscellaneous Receipts	36.00	19.10	1.67
To Finding Lists	27.85	24.17	29.45
To Books lost and paid for.....	49.60	38.50	38.50
To Deposits	146.25	160.25	99.00
To Fines	623.40	592.80	502.71
To W. H. Ryder Interest Fund.....		269.51	12.50
To Jerome Beecher Interest Fund.....		15.65	50.15
	\$5,593.57	\$5,844.70	\$5,773.61
	June	July	August
By Comptroller	\$ 736.85	\$ 674.57	\$ 572.33
By Books	75.55	67.15	22.50
By Newspapers and Periodicals.....	71.85	39.52	42.04
By Binding	4.59		
By Books lost and paid for—refunds.....	10.25	8.59	7.00
By Freight and Express.....	11.68	4.40	12.23
By Delivery Stations.....	3.60	8.05	3.25
By Branch Reading Rooms.....	4.10	9.78	
By Miscellaneous Expense.....	13.73	11.40	9.39
By Postage	25.00	70.00	40.00
By Printing and Stationery.....	7.60	30.60	103.00
By Heating and Generating Plant.....	9.40	7.50	1.85
By Electric Supplies and Repairs.....	2.20		
By Elevator Supplies and Repairs.....	.95		
By Janitor's Expense.....	9.60	4.00	2.25
By Deposits Repaid.....	135.00	130.50	126.00
By Balance at close of month.....	4,474.61	4,778.73	4,831.77
	\$5,596.57	\$5,844.70	\$5,773.61

SUMMARY OF BALANCE.

	June	July	August
W. H. Ryder Fund.....	\$10,000.00	\$10,000.00	\$10,000.00
Jerome Beecher Fund.....	2,000.00	2,000.00	2,000.00

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[1903.

W. H. Ryder Fund—Interest.....	2,166.32	2,435.83	2,448.33
Jerome Beecher Fund—Interest.....	1,073.40	1,089.05	1,139.20
Incidental Fund	249.89	239.10	256.49
Security Deposits	785.00	814.75	787.75
Special Deposits	200.00	200.00	200.00

	\$16,474.61	\$16,778.73	\$16,831.77
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Deduct:

Mortgage Loans:

Ryder and Beecher Funds Invested.....	12,000.00	12,000.00	12,000.00
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	\$4,474.61	\$4,778.73	\$4,831.77
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NEW BUSINESS.

In compliance with the request of the City Comptroller, Director Bowers presented the following resolution:

Whereas, The City Comptroller of the City of Chicago has asked that he be authorized by the Board of Directors of the Chicago Public Library to issue and dispose of anticipation warrants against the tax levy of 1903, for the Public Library; therefore,

Resolved, That the Mayor and the City Comptroller be and they are hereby requested and authorized to issue warrants against and in anticipation of the taxes levied by the City of Chicago for the Public Library tax of the year 1903, as shall be needed to meet current expenses, to an amount not exceeding seventy-five per centum of the total amount of the tax levy for Library purposes for the year 1903, and to attach to such warrants interest coupons for interest thereon at a rate not exceeding five per centum per annum payable only out of the taxes against which such warrants shall be drawn when collected.

Director Despres moved that the resolution be adopted.

Carried.

Yeas—Directors Bowers, Lowe, Despres, Lindstrand and the President—5.

Nays—None.

The attention of the Board having been called to the cost of extending the Library taxes on the books of the County Clerk, which usually amounts to about \$13,000 a year, the President requested the Secretary to communicate with the Corporation Counsel of the City with the view of ascertaining by what right or authority the County Clerk makes this charge and what the rights of the Library Board are in the premises.

On motion of Director Lowe, the Board adjourned.

W. B. WICKERSHAM,

Secretary.

BOARD OF DIRECTORS
OF THE
CHICAGO PUBLIC LIBRARY.

REGULAR MEETING.

CHICAGO, MONDAY, OCTOBER, 12, 1903.

OFFICIAL RECORD.

There were present when the Board was called to order the President, Director Eckhart in the chair, and Directors Bowers, Heldmann, Lowe, Lindstrand and Egan.

Absent—Directors Brosseau, Despres and Cigrand.

MINUTES APPROVED.

On motion of Director Bowers, the minutes of the regular meeting held September 28, 1903, were approved as recorded and printed, without being read.

COMMUNICATIONS.

The following communication was received from the City Clerk, which was ordered to be filed:

“City Clerk’s Office,

—Chicago, Oct. 9, 1903.

“Mr. W. B. Wickersham, Secretary Library Board:

“DEAR SIR:—I have the honor to inform you of the appointment, by the Mayor, of Mr. B. J. Cigrand as member of the Library Board to succeed Mr. F. S. Peabody, resigned, which appointment was concurred in by the

City Council on September 28th, and that Mr. Cigrand has called at this office and qualified.

“Yours respectfully,

“FRED C. BENDER, *City Clerk.*”

A communication was received from Jas. Buggie, acting Assistant Secretary of the Grand Army Hall and Memorial Association of Illinois, transmitting a resolution of thanks adopted by that Association for the preparation by this Board of Memorial Hall for the use of the Daughters of the American Revolution at their recent public reception.

Ordered to be filed.

From Jewell Water Distiller Company, making a proposition to install in the Public Library Building an apparatus for distilling water for drinking purposes.

Referred to the Committee on Buildings and Grounds.

From Rev. Herman Schmidt, pastor of St. Paul’s Lutheran Church, Niles Center, Cook County, Illinois, praying

the Board to grant him the privileges of the circulating department of the Library.

Director Bowers moved that the request of Rev. Mr. Schmidt be granted.

Carried.

From Fred W. Ernst, window washer, making application for the position of janitor at the Blackstone Branch Library.

Referred to the Committee on Administration.

From Banner Keene, page, praying the Board to grant him a leave of absence until November 1st next, on account of illness.

Referred to the Committee on Administration.

From Edward C. Burgeson, page, tendering his resignation as an employé of the Board.

On motion of Director Bowers, the resignation of Mr. Burgeson was accepted.

COMMITTEE ON LIBRARY.

Director Heldmann, for the Committee, presented the following lists of books agreed upon by the Committee and recommended that they be ordered purchased:

A list of current American books, comprising 125 volumes, estimated to cost \$175; a list of English books, comprising 25 volumes, estimated to cost \$40; a list of books, comprising continuations, special books and periodicals to be paid for from the incidental fund, amounting to \$124.49.

Director Bowers moved that the books be ordered purchased in accordance with the recommendation.

Carried.

Yeas—Directors Bowers, Heldmann.

Lowe, Lindstrand, Egan and the President—6.

Nays—None.

Director Heldmann, also, presented the report of the Librarian for the month of September, 1903.

Director Bowers moved that it be printed and filed.

Carried.

Director Cigrand entered the room and took his seat.

Director Heldmann, also, presented the following bills and it was approved.

Director Bowers moved that the bills be ordered paid.

Carried.

Yeas—Directors Bowers, Heldmann, Lowe, Lindstrand, Egan, Cigrand and the President—7.

Nays—None.

A. C. McClurg & Co., books.....	\$ 170.13
Em. Terquem, books and binding, Frances 288.00 (est.).....	57.40
B. F. Stevens & Brown, books and periodicals £303 / 6 / 3 (est.).....	1,480.28
Matthew Bell & Co., binding £44 / 2 (est.)..	215.20
P. Ringer & Hertzberg, binding.....	239.35
Joseph Flucke, binding.....	278.34
Geo. E. Koehler, binding.....	15.00
Chicago Job Book Bindery, binding.....	76.65
Cameron, Amberg & Co., blank books, misc. stationery.....	65.00
N. B. Barlow Printing Co., printing minutes and by-laws.....	38.75
A. L. A. Publishing Board, printed catalog cards, etc.....	6.77
Geo. E. Cole & Co., misc. stationery.....	27.85
City Collector, City of Chicago, blanks etc.....	7.27
Keen & DeLang, rubber bands.....	5.00
W. B. Wickersham, Sec'y, cash expenditures for Sept. 1903.....	41.82
	\$2,724.81

COMMITTEE ON ADMINISTRATION.

Director Bowers, Chairman, in the absence of a meeting of the Committee moved that the business in its hands be taken up and be transacted

in open Board.

Carried.

Director Bowers stated that the Librarian wished authority to make a requisition for a page to fill the vacancy made by the resignation of Edward C. Burgeson, and moved that the authority be given him.

Carried.

Director Bowers stated that the Librarian had suspended Geo. S. King, clerk in the delivery station department, for 10 days for insubordination and moved that the action of the Librarian be sustained.

Concurred in.

Director Bowers stated that the Committee had received a communication from the Corporation Counsel's office concerning claims of John J. Enright, former elevator operator, referred to that Committee at a former meeting of the Board, in which the position is taken that Mr. Enright has no legal claim upon the Board for compensation for over-time, or Sunday work while an employé of the Library Board and moved that the opinion be printed in the records and that all papers in the case be filed.

Carried.

The following is the opinion:

"City of Chicago,

"Office of the Corporation Counsel.

"September 28, 1903.

"James F. Bowers, Chairman Administration Committee, Public Library Board:

"DEAR SIR:—I acknowledge receipt of your statement of the salary claim made by John J. Enright against your Board for over-time and Sunday work rendered by him as elevator operator of the Public Library building, beginning Sunday, May 28, 1899.

"As your Committee on May 1, 1899,

fixed the salary of such employé at \$50 per month with no allowance for over-time it will be presumed that such salary included Sunday work.

"I am therefore of the opinion that Mr. Enright has no valid claim against your Board for Sunday work subsequent to May 1, 1899.

"If on May 6, 1899, the rules of your board did not require the employés to register on the time clock Mr. Enright's failure to do so does not in my opinion work a forfeiture of his pay for that day, and the same should be paid to him.

"With reference to the claim of \$25 for two weeks enforced vacation, without pay, alleged to be contrary to the by-laws of the Board, I am of the opinion that even if your Board has authority to make such a by-law, Mr. Enright cannot maintain such claim against the Board.

"I return you herewith papers in the case.

"Yours truly,

"MICHAEL F. SULLIVAN,

"Assistant Corporation Counsel."

"Approved:

"EDGAR B. TOLMAN,

"Corporation Counsel."

COMMITTEE ON DELIVERY STATIONS.

Director Bowers, for the Committee, reported back the petitions in the case of the transfer of station No. 8 West, and moved that they be granted, placing the station under the care of Thos. T. Stringer at its present location.

Carried.

Director Bowers presented the following bills audited and approved and moved that they be ordered paid.

Carried.

Yeas—Directors Bowers, Heldmann, Lowe, Lindstrand, Egan, Cigrand and the President—7.

Nays—None.

Isaac Shillington, boarding horses.....	\$132.00
George Bennet, shoeing horses.....	8.00

J. H. McNamara, telescopes, repairing trunks, etc.....	29.00
Chas. E. Cable, repairing harness, etc.	14.40
John J. McGrath, delivery station sign....	6.00
Ellsworth & McNair, grey mare.....	142 50
	<u>\$331.90</u>

COMMITTEE ON BUILDINGS AND GROUNDS.

Director Lowe, Chairman, presented the following bills audited and approved and moved that they be ordered paid.

Carried.

Yeas—Directors Bowers, Heldmann, Lowe, Lindstrand, Egan, Cigrand and the President—7.

Nays—None.

Carr Bros., rent, etc., Hyde Pk. reading room.....	\$ 50.00
Ernst Stock, rent North Av. reading room	55.00
Frederick Herhold, rent, etc. Milwaukee Av. reading room.....	60.00
Geo. R. Nichols, rent, etc. Blue Island Av. reading room.....	60 00
Chas. G. Haddock, rent W. Madison St. reading room.....	60.00
Maurice Dunne, rent, etc., State St. read- ing room.....	62.50
The Peoples Gas Light and Coke Co., gas.	18 40
Welsbach Co., mantles, chimneys, etc....	6.60
Chicago Telephone Co., telephone service	87.50
Wisconsin Lakes Ice Co., ice.....	17.02
King's Model Laundry Co., laundering towels.....	42.74
J. F. McGuire, sprinkling streets around Library bldg.....	30.00
Chas. H. Mears & Co., lumber.....	28.83
Morris W. Hartwell, coal.....	616.61
G. Bossenga, removing ashes.....	12.00
Bartell Bros., oil.....	7.50
McMaster-Davis Supply Co., grease.....	7.15
The Phoenix Glass Co., glass globes....	6.60
Illinois Electric Co., snap switches.....	11.30
Peerless Electric Co., winding magnet spools.....	13.50
Gallaher & Speck, labor, etc.	11.73
James S. Kirk & Co., soft soap....	22.92
Bullard & Gormley Co., locks, screws, etc.	4.60
Traders Insurance Co., insurance....	6.10
John L. Nelson & Bros. Co., painting, etc. in G. A. R. quarters	255.00
American Pneumatic Carpet Cleaning Co., cleaning, etc. carpets, etc.....	183.80

Flanagan & Biedenweg Co., repairing glass in lamp posts.....	47.00
Edward Smith & Co., durable metal coating	32.00
E. Baggot Co., repairing plumbing.....	23.50
W. B. Wickersham, Sec'y. cash expendi- tures for Sept. 1903.....	147.42
	<u>\$1,987.32</u>

COMMITTEE ON FINANCE.

Director Lowe, for the Committee, presented the bill of the International Audit Company for auditing the books and accounts of the Library for three months ending August 31, 1903, amounting to \$25 and moved that it be paid Carried.

COMMITTEE ON BY-LAWS.

Director Heldmann, Chairman, proposed to amend Article XXI. of the by-laws so that it shall read as follows:

Art. XXI. The Library shall be open on all secular days, except legal holidays, from 9 o'clock a. m. to 10 o'clock p. m., except the circulating department, which shall be closed at 8:30 p. m. On Sundays and holidays the reading and reference rooms shall be open from 9 o'clock a. m. to 6 o'clock p. m., and the circulating department from 12 o'clock m. to 6 o'clock p. m. The branch reading rooms and delivery stations shall be open during such hours as the Board shall from time to time determine. If a holiday occur on Sunday, the day succeeding or the day preceding such Sunday may, at the discretion of the Committee on Administration, be treated as such holiday.

Referred to the Committee on By-Laws.

NEW BUSINESS.

Director Bowers presented the following resolution and moved its adoption.

Carried.

WHEREAS, The Library Board will soon require the services of several additional clerks, and

WHEREAS The present list of eligibles of this class is nearly three years old, therefore

Resolved, That the Civil Service Commission be requested to cancel the old list and hold an examination for a new eligible list of clerks as soon as possible.

Resolved, That the Secretary be in-

structed to transmit a copy of this resolution to the Civil Service Commission.

On motion of Director Bowers, the Board adjourned.

W. B. WICKERSHAM,

Secretary.

REPORT OF LIBRARIAN FOR SEPTEMBER, 1903.

CIRCULATION OF BOOKS.

The number of books taken from the Library for home use during the month of September was 81,707, against 92,327 for the corresponding month of the previous year. The circulating department was open on 25 week days. The daily average week day circulation was 3268.

REFERENCE ROOM.

	1903	1902
Number of recorded visitors.....	6,701	6,791
Books issued from stacks.....	19,189	20,069

No record was kept of the number of visitors who consulted the books on the open shelves.

ROOM FOR ART BOOKS.

Visitors, 551. Books consulted, 1,954.

PATENTS AND PUBLIC DOCUMENTS.

	1903	1902
Number of visitors.....	1,583	1,607
Volumes consulted.....	7,311	7,674

BOUND NEWSPAPERS AND BOOKS FOR THE BLIND.

Visitors, 215. Bound newspapers consulted, 306. Books for the blind circulated, 74

READING ROOM.

Periodicals issued at counter, 8,239. No record kept of use of periodicals and newspapers on open stands and racks. Mean attendance per hour, 201. Average maximum attendance per hour, 253.

BRANCH READING ROOMS.

	No. 1.	No. 2.	No. 3.	No. 4.	No. 5.	No. 6.
Number of visitors.....	1,825	1,868	1,860	1,046	2,328	3,064
Periodicals issued.....	1,175	1,680	1,323	1,899	2,840	2,476

October 12,]	174					[1903.
Books issued.	872	812	926	937	750	1,326
Average Sunday visitors.	19	51	38	32	54	100
Women visitors.	61	275	243	438	149	430

DELIVERY STATIONS.

The number of books issued from 67 delivery stations was 40,075, against 49,974 from 65 stations for the same month of the preceding year.

REGISTRATION.

The number of cards issued on new registrations and re-registrations was 2,461, of which 1,231 were issued to males and 1,233 to females. The registration of September, 1902, was 2,445. The number of two year cards outstanding is 64,191.

BINDING DEPARTMENT.

Number of books at binderies September 1, 1903.. . . .	1,545
Number of books sent to binderies in September.....	887
Total number of books at binderies in September.	2,432
Number of books received from binderies in September.....	852
Number of books at binderies September 30, 1903.....	1,580
Number of books repaired in Library in September.....	2,990

GROWTH OF THE LIBRARY.

The total number of volumes in the Library September 30, 1903, was 286,894. Received since June 1, 1903, 3,047; since September 1, 1,043. Books worn out and condemned since June 1, 1,112; since September 1, 209. Books lost and paid for since June 1, 157; since September 1, 41. Books found and money refunded since June 1, 29; since September 1, 7.

FRED'K H. HILD, Librarian.

Chicago, Oct. 12, 1903.

BOARD OF DIRECTORS
OF THE
CHICAGO PUBLIC LIBRARY.

REGULAR MEETING.

CHICAGO, MONDAY, OCTOBER, 26, 1903.

OFFICIAL RECORD.

There were present the President, Director Eckhart in the chair and Directors Bowers, Heldmann, Lindstrand, Egan and Cigrand.

Absent--Directors Brosseau, Lowe and Despres.

MINUTES APPROVED.

Director Bowers moved that the minutes of the regular meeting held October 12, 1903, be approved as recorded and printed, without being read.

Carried.

COMMUNICATIONS.

The following communication was received from Assistant Corporation Counsel Barge:

"City of Chicago,
"Office of the Counsel to the Corporation.

"October 12, 1903.

"Wm. B. Wickersham, Sec'y., Board of Directors, Chicago Public Library:

"DEAR SIR:—Your letter of September 29th asking by what right or authority the County Clerk makes a

charge of the cost of extending the Library taxes upon his books and what rights the Library Board has in the premises, has been referred to me.

"The Fees and Salaries Act provides that the County Clerk of this County shall have a fee

"For making transcript of taxable property for the assessors, two cents (2c) for each tract of land or town lot, and for extending other than State and County taxes, two cents (2c) for each tax on each tract or lot and each person's personal tax, to be paid by the authority for whose benefit the transcript is made and the taxes extended and it shall be the duty of the County Clerk to certify to the County Collector the amount due from each authority and the collector in his settlement with such authority shall reserve such amount from the amount due and payable by him to such authority."

"This is the authority given the Clerk. The amount is a matter of computation.

"The Revenue Act requires the County Clerk to determine the rate per cent. upon the proper valuation of taxable property in the city that will produce not less than

the net amount' of the sum levied for the particular tax as certified to him. This rate should be large enough to cover all the costs, so that the Library Board will receive the net amount of its tax levy.

"Yours truly,

"WM. D. BARGE,

"Assistant Corporation Counsel."

"Approved: EDGAR B. TOLMAN,
"Corporation Counsel."

Director Bowers moved that the opinion of Mr. Barge be filed and that the Secretary be directed to ascertain whether or not the County Clerk has heretofore extended upon his books such an amount of taxes for Library purposes as shall net the Library one mill on the total equalized assessment of the city, and if he has not done so to communicate with the Corporation Counsel and ask whether or not the County Clerk can be required to extend the Library taxes in that manner, and what steps can be taken in the case.

The motion prevailed.

The following communication was received from Joseph Powell, President of the Civil Service Commission:

"Chicago, Oct. 15, 1903.

"Mr. Wm. B. Wickersham, Secretary
Chicago Public Library:

"DEAR SIR:—Your communication of October 13th is before us. In reply permit me to say that on examination we find that the list of clerks for the Public Library, posted on May 13, 1901, is quite a live list. I personally remember that examination and it was thorough and complete. I find, also, on examination that there are ten persons that have been certified from that list, laid off and they are entitled to re-instatement before any certifications from any new list that we might create would be made. In view of this, unless you can give us some good reason for cancelling that

list, we do not see our way clearly to do so.

"JOSEPH POWELL, *President.*"

Ordered to be filed.

Communications were received as follows:

From citizens residing in the vicinity of 519 W. Madison street, praying the Board to open the branch reading room at that number at 9 o'clock in the morning instead of 12 o'clock noon.

Referred to the Committee on Administration.

From citizens residing in the vicinity of 1075 Fifty-eighth street praying the Board to establish a delivery station at that number under the care of C. G. Bachelder.

Referred to the Committee on Delivery Stations.

From Jas. H. Clarke, a former page, relative to the amount of his salary from May 9, 1902, to March 23, 1903, when he resigned.

Referred to the Committee on Administration.

From Edward A. Pieper, clerk, praying the Board to grant him a leave of absence of two months on account of ill health, the petition being accompanied by a physician's certificate certifying to his unfitness for service.

Referred to the Committee on Administration.

COMMITTEE ON LIBRARY.

Director Heldmann, for the Committee, stated that it had agreed upon and would recommend the purchase of the following books:

A list of current American books, comprising 92 volumes, estimated to cost \$110; a list of English books, comprising 27 volumes, estimated to

cost \$45; a list of extra copies of popular books, comprising 102 volumes, estimated to cost \$80; a list of books selected from books worn out during the past six months, comprising 1,159 volumes, estimated to cost \$800; a list of miscellaneous books, comprising 8 volumes, estimated to cost \$62, and a schedule of bills for continuations, miscellaneous periodicals and special books, amounting to \$25.48, to be paid for from the incidental fund.

Director Bowers moved that the books be ordered purchased and that the bills for continuations, periodicals, etc., be ordered paid in accordance with the recommendation of the Committee.

The motion prevailed.

Yeas—Directors Bowers, Heldmann, Lindstrand, Egan, Cigrand and the President—6.

Nays—None.

Director Heldmann reported back the communication from Marshall Field & Co., asking for the loan of certain bound volumes of early Chicago newspapers, and recommended that it be placed on file, as the occasion for their use has now passed.

COMMITTEE ON ADMINISTRATION.

In the absence of a majority of the Committee, Director Bowers, Chairman, moved that the business in its hands be taken up and be transacted in open Board.

Carried.

Director Bowers reported back the petition of Bamber Keene for leave of absence of one month and recommended on behalf of the Committee that it be granted.

The recommendation was concurred in.

COMMITTEE ON DELIVERY STATIONS.

Director Bowers, for the Committee, in the absence of a majority of the Committee moved that the business in its hands be taken up and be transacted in open Board.

Carried.

Director Bowers stated that the following stations have been in operation two months prior to October 1st and the circulation of each has been an average of the work performed by the smaller stations and moved that they be placed upon the pay roll, beginning October 1, 1903.

Carried.

No. 12 North at 1220 Argyle Street, in charge of H. A. Heseler.

No. 21 West at 902 Ogden Avenue, in charge of Fred J. Graves.

No. 13 North at 1920 Evanston Avenue, in charge of Oscar G. Olson.

Director Bowers, also, moved that Station No. 5, North, located at 880 Clybourn avenue, in charge of A. Dobrick, be transferred to some other location in the neighborhood on account of the present location having become unsuitable for the station from the nature of the business carried on in the store.

Carried.

Director Bowers stated that the delivery station department needed in connection with its work three dozen heavy leather pockets for memoranda, and other papers passing between the Library and the stations and moved that the Secretary be authorized to procure the same at a cost not to exceed one dollar each.

Carried.

Director Bowers, also, presented two bills in favor of Ellsworth &

McNair for four horses purchased for the delivery station service, amounting to \$565 and moved that they be ordered paid.

Carried.

Yeas—Directors Bowers, Heldmann, Lindstrand, Egan, Cigrand and the President—6.

Nays—None.

COMMITTEE ON BUILDINGS AND GROUNDS.

Director Egan, for the Committee, presented the following report:

To the President and Board of Directors, Chicago Public Library:

GENTLEMEN:—Your Committee on Buildings and Grounds having had under consideration various matters referred to it by the Board and having had its attention called to sundry repairs needed about the Library building and to fixtures begs to report as follows:

Your Committee has considered the question of furnishing drinking water to the public at the south end of the building either from a fountain under pressure or from water coolers.

It has, also, considered the question of furnishing pure water to the employes and public at the south end of the building and is united in recommending that for the present the question of constructing a fountain be eliminated from further consideration, and that the Secretary be authorized to obtain bids for the installation of a water filter of sufficient capacity to furnish all the water needed for the various coolers in the building, and that in lieu of a fountain for the use of the public one or two coolers be placed where they shall be accessible to the public during three or four months in the summer season.

The attention of the Committee having been called to the deteriorated condition of the shade cloth over the segments at the top of the windows on the delivery room floor, your Committee would recommend that the

Secretary be authorized to obtain bids for re-newing these shades.

Your Committee would, also, recommend that bids be obtained for painting the elevator shafts two coats of good paint, they having not been re-painted since the erection of the building.

Your Committee having learned that it has been customary for the window washers to stand upon the window sills while washing most of the windows in the court of the building on Garland place and fearing that an accident may occur, your Committee would suggest that the window washer employed at this work be required to wear a window washer's harness to be provided by the Board. Estimates for drilling holes in the iron window frames on 33 windows necessary for the use of the harness have been received at \$2.00 per window, making the total estimate for this work, including the harness, at about \$73.50, and your Committee would recommend that the harness be purchased and the holes drilled at an expense not to exceed the above estimate.

Your Committee has been informed that all the cleaning and repairing of the electric clocks in the building, except the master clock, has been done heretofore by the engineers, and, also, that certain repair parts are needed to put some of the clocks in good running order, and would recommend that to relieve the engineers of the care of the clocks the Secretary be requested to obtain proposals from a few clock makers for regulating the clocks and keeping them in order by the year, and that an estimate be obtained for furnishing any new movements or repair parts needed.

Your Committee would recommend that the Secretary be authorized to purchase, for use in the building, one dozen good thermometers at a cost not to exceed \$16.00 per dozen and one standard thermometer at a cost not to exceed \$5.00.

Your Committee would report that sundry cracks have appeared in the mosaic floors of the building and that a proposition has been made by Frank L. Davis, President of Davis Mosaic Company, who laid the floors to repair such cracks as the Committee may select at the net cost of the work and the material and would recommend that the proposal of Mr. Davis be accepted. In this connection your Committee would state that there are a number of places in the tile floors of the building where the tiles are loose and need re-setting and your Committee would recommend that if a similar proposal can be obtained from the same parties for this repair work it, also, shall be accepted.

Your Committee would, also, recommend that the main roof of the Library building be repaired by replacing a number of the slate tiles, estimated at about 150, at an estimated cost of \$35, and that the boiler room roof be repaired by the replacing of broken prismatic lights at a cost of about \$25.

All of which is respectfully submitted.

JOHN W. LOWE,
F. A. LINDSTRAND,
DENNIS J. EGAN,

Committee on Buildings and Grounds.
Chicago, Oct. 26, 1903.

Director Heldmann moved that the report be adopted and that the recommendations contained therein be concurred in.

Carried.

Yeas—Directors Bowers, Heldmann, Lindstrand, Egan, Cigrand and the President—6.

Nays—None.

COMMITTEE ON BY-LAWS.

Director Heldmann, Chairman of the Committee, to which was referred at last meeting a proposed amendment to Article XXI, reported the following:

Art. XXI. The Library shall be open

on all secular days, except legal holidays, as follows:

The reading and reference rooms from 9 o'clock a. m. until 10 o'clock p. m.

The circulating department from 9 o'clock a. m. until 8:30 o'clock p. m.

On Sundays and holidays the reading and reference rooms shall be open from 9 o'clock a. m. until 6 o'clock p. m., and the circulating department from 12 o'clock noon until 6 o'clock p. m.

The branch reading rooms and delivery stations shall be open during such hours as the Board shall from time to time determine.

If a holiday occur on Sunday the day succeeding or the day preceding such Sunday may, at the discretion of the Committee on Administration, be treated as such holiday.

Director Cigrand moved that Article XXI, as submitted by the Committee, be adopted.

Director Bowers moved that the article, as reported, be amended by striking out in the third paragraph "8:30" and substituting "6:30" in its stead.

Carried.

Yeas—Directors Bowers, Heldmann, Lindstrand, Egan, Cigrand and the President—6.

Nays—None.

Director Bowers, also, moved that all of the fourth paragraph after the words "6 o'clock p. m." be stricken out.

Carried.

Yeas—Directors Bowers, Heldmann, Lindstrand, Egan, Cigrand and the President—6.

Nays—None.

The question then recurring upon the motion of Director Cigrand to adopt the report it prevailed as follows:

Yeas—Directors Bowers, Heldmann,

Lindstrand, Egan, Cigraud and the President—6.

Nays—None.

The article as amended and adopted is as follows:

Art. XXI. The Library shall be open on all secular days, except legal holidays, as follows:

The reading and reference rooms from 9 o'clock a. m. until 10 o'clock p. m.

The circulating department from 9 o'clock a. m. until 6.30 o'clock p. m.

On Sundays and holidays the reading and reference rooms shall be open from 9 o'clock a. m. until 6 o'clock p. m.

The branch reading rooms and delivery stations shall be open during such hours as the Board shall from time to time determine.

If a holiday occur on Sunday the day succeeding or the day preceding such Sunday may, at the discretion of the Committee on Administration, be treated as such holiday.

NEW BUSINESS.

Director Bowers moved that the Committee on Administration be authorized to make requisitions upon the Civil Service Commission for such additional help as may be necessary

to open the Library in all the departments on the first day of November next as agreed upon by this Board.

Carried.

Yeas—Directors Bowers, Heldmann, Lindstrand, Egan, Cigraud and the President—6.

Nays—None.

The President stated that the resignation of Director Peabody made it necessary to re-arrange the standing committees and announced the new committees as follows:

Library:

Brosseau, Heldmann and Lindstrand.

Administration:

Bowers, Despres and Cigraud.

Delivery Stations:

Despres, Brosseau and Bowers.

Buildings and Grounds:

Egan, Lindstrand and Cigraud.

Finance:

Lowe, Bowers and Heldmann.

By-Laws:

Heldmann, Egan and Lindstrand.

On motion the Board adjourned.

W. B. WICKERSHAM,

Secretary.

BOARD OF DIRECTORS
OF THE
CHICAGO PUBLIC LIBRARY.

REGULAR MEETING.

CHICAGO, MONDAY, NOVEMBER, 9, 1903.

OFFICIAL RECORD.

There were present the President Director Eckhart in the chair and Directors Bowers, Lowe, Lindstrand, Egan and Cigrand.

Absent—Directors Brosseau, Heldmann and Despres.

MINUTES APPROVED.

On motion of Director Bowers, the minutes of the regular meeting of October 26, 1903, were approved as recorded and printed, without being read.

COMMUNICATIONS.

A communication was received from the Sherwin-Williams Company relative to their request for permission to sign that firm's name to the certificates of its employes, and again proposing to deposit as security for such endorsement a bond of one hundred dollars in lieu of fifty dollars cash as agreed upon by the Library Board.

Director Bowers moved that the Board accept a bond of one hundred dollars from the Sherwin-Williams Company for the privilege of guaranteeing the certificates of its employes, said bond to be renewed every two years; and that the Secretary notify the Chicago Typographical Union and the International Harvester Company (McCormick Division) that if they so elect they may withdraw the one hundred dollars deposit heretofore made by each and substitute therefor a bond in the same amount.

Carried.

Communications were also received as follows:

From Mrs. Emma Fine, 1070 E. Fifty-eighth street, calling the attention of the Board to an application for a delivery station at her number about two years ago and making a renewal of her application for said station.

Referred to the Committee on Delivery Stations.

From Miss Mary Leonard, a clerk, praying the Board to grant her a leave of absence of two weeks on account of illness.

Referred to the Committee on Administration.

From Edward J. Walsh, a page, tendering his resignation as an employe of the Board.

Director Bowers moved that the resignation of Mr. Walsh be accepted.

Carried.

COMMITTEE ON LIBRARY.

In the absence of a majority of the Committee Director Bowers moved that the business in its hands be taken up and be transacted in open Board.

Carried.

The Librarian then presented the following:

A list of current American books, comprising 203 volumes, estimated to cost \$225; a list of English books, comprising 19 volumes, estimated to cost \$50; a schedule of bills for special books, subscription books, continuations, etc., amounting to \$73.60 to be paid for from the incidental fund.

Director Bowers moved that the books be ordered purchased and that the bills be ordered paid.

Carried.

Yeas—Directors Bowers, Lowe, Lindstrand, Egan, Cigrand and the President—6.

Nays—None.

The Librarian, also, presented his report for October, 1903, and it was ordered to be filed and printed.

He, also, presented the following

current bills for the month of October:

A. C. McClurg & Co., books.....	\$1,355.83
P. Ringer & Hertzberg, binding..	48.05
Joseph Flucke, binding	478.36
Geo. E. Koehler, binding.....	44.96
Chicago Job Book Bindery, binding	87.65
Peterson Linotype Co., composition on bulletins and finding lists.....	136.91
N. B. Barlow Printing Co., printing bulletins, finding lists, etc..	119.25
Bradner Smith & Co., manilla paper	14.32
Keen & DeLang, voting slips and Directors' cards	5.00
Geo. E. Cole & Co., coin wrappers, etc.	8.70
P. A. Salisbury-Schulz Co., holders for dates.....	7.00
Library Bureau, cloth covered boxes	4.20
W. B. Wickersham, Sec'y, cash expenditures for Oct., 1903.....	245.28
	\$2,555.51

Director Bowers moved that the bills be ordered paid.

Carried.

Yeas—Directors Bowers, Lowe, Lindstrand, Egan, Cigrand and the President—6.

Nays—None.

COMMITTEE ON ADMINISTRATION.

Director Bowers, Chairman, presented the following report:

To the President and Board of Directors, Chicago Public Library.

GENTLEMEN:—Your Committee on Administration begs leave to report that under the authority granted it by the Board on October 26, 1903, to make requisitions upon the Civil Service Commission for such additional help as is necessary to open the Library in all of the departments, it authorized the Librarian to make requisitions for eight pages, at \$400 per year each; for six clerks (female), at \$400 per year each; for one engineer, at \$1200 per year; for one fireman, at \$720 per year, and for one elevator operator, at \$600 per year.

Your Committee would also recommend the transfer from the day service to the evening service of the following employés: The transfer of Richard C. Neubauer, clerk in the day service, to the position of clerk in the reading room, evening service, at a salary of \$550 per year; the transfer of Olaf Olafsson, clerk in the reference department, day service, to the same position in the evening service, at a salary of \$550 per year; and the transfer of Albert E. Evans, Myer Linker and Arthur A. Anderson, pages in the day service, to the positions of pages in the evening service at a salary of \$400 per year each.

Your Committee, also, begs leave to recommend that a requisition be made upon the Civil Service Commission for one page, at a salary of \$400 per year, *vice* Edward J. Walsh, resigned; and that a requisition be made for one marble cleaner, at a salary of \$600 per year, *vice* Anton Faroll, deceased.

Your Committee would further recommend that the petition of Edward A. Pieper, a clerk, for a leave of absence of two months on account of illness, be granted without pay.

Your Committee would recommend that the following petitions be placed on file: The petition of Miss Agnes T. Donoghue for pay for time lost on account of an injury received at an electric stove in the Library; the petition of James H. Clarke, a former page, relative to the amount of his salary during certain months; and the petition of citizens residing in the vicinity of 510 West Madison street, praying the Board to open the branch reading room at that number at 9 o'clock in the morning.

All of which is respectfully submitted,

J. F. BOWERS,

B. J. CIGRAND,

Committee on Administration.

Chicago, Nov. 9, 1903.

COMMITTEE ON DELIVERY STATIONS.

Director Bowers in the absence of a majority of the Committee moved that

the business in its hands be taken up and be transacted in open Board.

Carried.

Director Bowers then stated that one of the horses recently purchased had sickened and died and moved that the question of the purchase of a new horse be referred to the Committee on Delivery Stations with power to act.

Carried.

Yeas—Directors Bowers, Lowe, Lindstrand, Egan, Cigrand and the President—6.

Nays—None.

Director Bowers, also, stated that one of the horses has been laid up for two or three weeks with a swollen limb, caused by an aggravated case of interference and it was a question as to whether or not the horse had better be kept in service or sold and a new horse purchased, and moved that this matter be, also, referred to the Committee on Delivery Stations with power to act.

Carried.

Director Bowers, also, presented the following bills and moved that they be ordered paid.

Carried.

Yeas—Directors Bowers, Lowe, Lindstrand, Egan, Cigrand and the President—6.

Nays—None.

Wayman & Murphy, wagon fronts,	
shaft supports	\$ 26.00
Chas. E. Cable, halters, collars, repairing harness, etc.	55.35
The Fair, blankets, feed bags, weights, harness hooks, etc.	15.37
Meyer & Wenthe, numbering plates	10.00
Isaac Shillington, boarding horses, etc.	189.85
J. Harrington, shoeing horses	24.00
Frank Allen, commission on sale of horse	5.00

J. A. Bovett, veterinary services...	11.00
Henry Landgraf, repairing delivery station signs	19.50
Ellsworth & McNair, one sorrel mare	140.00
Chas. Kronauer & Co., 4 doz. leather pockets	48.00
John J. McGrath, delivery station sign	6.00

\$550.07

COMMITTEE ON BUILDINGS AND GROUNDS.

Director Egan, Chairman, presented the following report.

To the President and Board of Directors, Chicago Public Library.

GENTLEMEN:—Your Committee on Buildings and Grounds, having had under consideration sundry matters referred to it, begs to report as follows:

In accordance with the instructions of the Board at last meeting, your Committee invited bids from sundry dealers in water filters and received four proposals to install complete with storage tank and all connections, a filter capable of supplying at least 75 gallons per day. These proposals ranged from \$40 for a running filter to \$78 for the best Pasteur filter.

Your Committee would recommend that the proposal of D. O. Urch, representing the Pasteur-Chamberlain filter, to install on the main floor of the building in the room off the receiving and shipping room, one Pasteur filter, known as No. 18. Non having a capacity of 75 gallons per twenty-four hours with a sixty-gallon reservoir, with all connections complete, for the sum of \$78 be accepted.

Your Committee would, also, recommend that the proposal of the Jewell Water Distiller Company, referred to the Committee at a former meeting, be filed.

All of which is respectfully submitted.

DENNIS J. EGAN,
F. A. LINDSTRAND,
B. J. CIGRAND,

Committee on Buildings and Grounds.
Chicago, Nov. 9, 1903.

Director Egan, also, presented the following bills audited and approved and moved that they be ordered paid. Carried.

Yeas—Directors Bowers, Lowe, Lindstrand, Egan, Cigrand and the President—6.

Nays—None.

Carr Bros., rent, etc., Hyde Park reading room	\$ 50.00
Ernst Stock, rent North Av. reading room	55.00
Chas. G. Haddock, rent W. Madison St. reading room.....	60.00
Frederick Herhold, rent, etc., Milwaukee Av. reading room.....	60.00
Geo. R. Nichols, rent, etc., Blue Island Av. reading room.....	60.00
Maurice Dunne, rent, etc., State St. reading room	62.50
Ogden Gas Co., gas.....	4.20
Bunge Bros., sawed slabs	7.50
Wisconsin Lakes Ice Co., ice.....	15.77
Kling's Model Laundry Co., laundering towels	27.09
Lew Hirt, recaning chairs.....	16.80
A. Henrotin Company, white castile soap	30.00
J. F. McGuire, sprinkling streets around Library building	30.00
Sprague, Warner & Co., Ivory soap	6.75
Bullard & Gormley Co., files, sheet tin, etc.	8.99
Morris W. Hartwell, coal.....	732.28
McMaster-Davis Supply Co., packing, grease, etc.	9.58
G. Bossenga, removing ashes.....	8.25
John Mohr & Sons, repairing boiler	10.10
Gallagher & Speck, repairs on governor, steel, brass, etc.....	27.13
Bartell Bros., oil	8.25
Illinois Electric Co., lamp cord and socket bushings	7.36
Burdett-Rowntree Mfg. Co., removing and repairing book conveyor	32.70
James S. Kirk & Co., bbl. soft soap	21.96
Marshall Field & Co., cork carpet, etc.	22.69
The Veeder Mfg. Co., counters...	13.72
Bostedo Pneumatic Tube Co., car- riers	10.50

John L. Nelson & Bro. Co., painting exterior iron work	114.00
W. B. Wickersham, Sec'y, cash expenditures for Oct., 1903.....	35.48
	<u>\$1,548.60</u>

COMMITTEE ON FINANCE.

Director Low, Chairman, stated that a request had been received from the City Comptroller for a voucher for \$920.55 to cover the interest on anticipation time warrant, No. 326, for \$20,000 issued last year and moved that the amount be appropriated and paid.

Carried.

Yeas—Directors Bowers, Lowe, Lindstrand, Egan, Cigrand and the President—6.

Nays—None.

REPORTS OF OFFICERS.

The Librarian reported, informally, that under the instruction of the Board he had disposed of the stock of old magazines, which had been laid aside as unfit or not needed for binding, by sending three-fifths of the amount to the House of Correction and about two-fifths to the county institutions at Dunning.

The Secretary reported that he had communicated with the Corporation Counsel of the city and requested an opinion as to the rights of the Board in the matter of the cost charged by the county clerk for the extension of the Library tax upon his books, but he had received no reply.

On motion of Director Egan, the Board adjourned.

W. B. WICKERSHAM,
Secretary.

REPORT OF LIBRARIAN FOR OCTOBER, 1903.

CIRCULATION OF BOOKS.

The number of books taken from the Library for home use during the month of October was 94,148, against 103,574 for the corresponding month of the previous year. The circulating department was open on 27 week days. The daily average week day circulation was 3,487.

REFERENCE ROOM.

	1903	1902
Number of recorded visitors.....	8,274	8,161
Books issued from stacks.....	22,184	23,520

No record was kept of the number of visitors who consulted the books on the open shelves.

ROOM FOR ART BOOKS.

Visitors, 746. Books consulted, 2,637.

PATENTS AND PUBLIC DOCUMENTS.

	1903	1902
Number of visitors.....	1,651	1,639
Volumes consulted.....	7,731	7,532

BOUND NEWSPAPERS AND BOOKS FOR THE BLIND.

Visitors, 247. Bound newspapers consulted, 351. Books for the blind circulated, 63.

READING ROOM.

Periodicals issued at counter, 10,367. No record kept of use of periodicals and newspapers on open stands and racks. Mean attendance per hour, 215. Average maximum attendance per hour, 278.

BRANCH READING ROOMS.

	No. 1.	No. 2.	No. 3.	No. 4.	No. 5.	No. 6.
Number of visitors.....	2,159	2,255	2,344	1,111	2,762	4,572
Periodicals issued.....	1,465	1,852	1,887	2,354	3,297	3,270
Books issued.	1,099	1,076	986	1,211	777	2,118
Average Sunday visitors.....	34	60	48	32	63	140
Women visitors.....	80	296	269	437	174	435

DELIVERY STATIONS.

The number of books issued from 68 delivery stations was 46,567, against 54,583 from 68 stations for the same month of the preceding year.

REGISTRATION.

The number of cards issued on new registrations and re-registrations was 3,815, of which 1,958 were issued to males and 1,857 to females. The registration of October, 1902, was 3,545. The number of two-year cards outstanding is 63,649.

BINDING DEPARTMENT.

Number of books at binderies October 1, 1903.....	1,580
Number of books sent to binderies in October.....	1,771
Total number of books at binderies in October....	3,351
Number of books received from binderies in October.....	1,502
Number of books at binderies October 31, 1903.....	1,849
Number of books repaired in Library in October.....	4,152

GROWTH OF THE LIBRARY.

The total number of volumes in the Library October 31, 1903, was 288,731. Received since June 1, 1903, 5,282; since October 1, 2,235. Books worn out and condemned since June 1, 1,489; since October 1, 377. Books lost and paid for since June 1, 190; since October 1, 33. Books found and money refunded since June 1, 41; since October 1, 12.

FRED'K H. HILD, Librarian.

Chicago, Nov. 9, 1903.

BOARD OF DIRECTORS
OF THE
CHICAGO PUBLIC LIBRARY.

REGULAR MEETING.

CHICAGO, MONDAY, NOVEMBER, 23, 1903.

OFFICIAL RECORD.

There were present, the President, Director Eckhart, in the chair and Directors Brosseau, Lowe, Lindstrand, and Cigrand.

Absent—Directors Bowers, Heldmann, Despres and Egan.

MINUTES APPROVED.

Director Brosseau moved that the minutes of the regular meeting held November 9, 1903, be approved as recorded and printed, without being read.

Carried.

COMMUNICATIONS.

Communications were received as follows:

From A. S. Einstein, night watchman, praying the Board for compensation for seven certain Sundays upon which he worked, but which he claimed as holidays, and for three holidays upon which he worked, all between May 1, and November 1, 1903.

Referred to the Committee on Administration.

From Jas. Blais, fireman, and J. E. Mahoney, page, tendering their resignations as employés of the Board.

Director Lowe moved that the resignations of Messrs. Blais and Mahoney be accepted and that the Librarian be authorized to make a requisition upon the Civil Service Commission for employés to take their places.

Carried.

COMMITTEE ON LIBRARY.

Director Brosseau, Chairman, presented the following lists of books and bills and recommended on behalf of the Committee that the books be ordered purchased and that the bills be ordered paid.

A list of current American books comprising 111 volumes, estimated to cost \$125; a list of English books, comprising 120 volumes, estimated to cost \$60; one copy of "Victoria History of the Counties of Wales," comprising 48 volumes, estimated to cost \$190, and a list of bills for continuations, special

books, periodicals, etc., to be paid for out of the incidental fund, amounting to \$72.63.

Director Brosseau moved that the recommendation be concurred in.

Carried.

Yeas—Directors Brosseau, Lowe, Lindstrand, Cigrand and the President—5.

Nays—None.

Director Brosseau, also, presented a list of American and foreign periodicals and newspapers to be subscribed for for the year 1904, at an estimated cost of \$4,500, and moved that the list be ordered.

Carried.

Yeas—Directors Brosseau, Lowe, Lindstrand, Cigrand and the President—5.

Nays—None.

Director Brosseau also presented the following books and recommended, on behalf of the Committee, that they be ordered purchased and be paid for from the Ryder fund:

A list of architectural and archaeological books, comprising 55 volumes, estimated to cost \$600; facsimile reproduction of Poems of Shakespeare and of Pericles to cost \$21; facsimile reproduction of First Folio of Chaucer, 1532, to cost \$31.50.

Director Lowe moved that the books be ordered purchased and be paid for from the Ryder fund.

Carried.

Yeas—Directors Brosseau, Lowe, Lindstrand, Cigrand and the President—5.

Nays—None.

COMMITTEE ON DELIVERY STATIONS.

Director Brosseau, for the Committee, moved that the business in its

hands be taken up and be transacted in open Board.

Carried.

Director Brosseau then presented two bills for horses purchased for the delivery station service for the net sum of \$243.50, and moved that the bills be paid.

Carried.

Yeas—Directors Brosseau, Lowe, Lindstrand, Cigrand and the President—5.

Nays—None.

Director Brosseau stated that the circulation of books at delivery station No. 25 South, located at Pullman, had become so small that the Committee would recommend that it be closed on the first of December next, and moved that the recommendation of the Committee be concurred in.

Carried.

COMMITTEE ON FINANCE.

Director Lowe, Chairman, presented and read the following report:
To the President and Board of Directors, Chicago Public Library:

GENTLEMEN:—Being informed that the City Comptroller wishes the estimates of expenditures for the year 1904 sent in at an early date, your Committee on Finance has given the matter its attention.

The total expenditures for maintenance for the current year of 1903—the last two months being closely estimated—will be approximately \$174,983, or \$5,017 less than the amount estimated at the beginning of the year. To be added to this is the interest on anticipation warrants sold last year—\$9,597.19, and the cost of extending and collecting the tax levy estimated at \$16,000, making the total expenditures for the year, \$200,580.19.

In making up the estimates for next year your committee first fixed upon a liberal amount for each item and

then added a uniform per cent which would make the sum total \$450,000, which is the amount asked for one year ago.

It is understood that the T. B. Blackstone Memorial branch library will be turned over to the Public Library Board about January 1, 1904, hence your Committee has included an item of \$31,271 for its maintenance, the items of which are appended to the general estimates.

The following is the schedule of estimates agreed upon, and your Committee recommends its adoption by the Board:

ESTIMATES FOR 1904.

Salaries—main Library	\$172,500.00
Salaries—branch reading rooms	8,710.00
Salaries—delivery stations.....	20,905.00
Delivery stations—miscellaneous	6,968.00
Branch reading rooms—miscellaneous	6,968.00
Books	34,843.00
Binding	26,132.00
Finding lists	2,613.00
Printing and stationery.....	4,355.00
Newspapers and periodicals.....	8,710.00
Miscellaneous expense	4,355.00
Fuel	13,937.00
Heating and generating plant..	1,742.00
Electrical supplies and repairs	1,742.00
Elevator supplies and repairs..	871.00
Janitor's expense	1,306.00
Furniture and fixtures.....	15,723.00
Insurance	10,452.00
Freight and expressage.....	522.00
Postage	1,132.00
Books paid for—refunds.....	261.00
Repairs, alterations and improvements	31,300.00
Blackstone Memorial branch library	31,271.00
Interest	14,808.00
Extending and collecting tax levy	27,874.00
	<u>\$450,000.00</u>

ESTIMATES FOR BLACKSTONE MEMORIAL BRANCH LIBRARY.

Books	\$ 17,422.00
Salaries	7,840.00
Binding	522.00

Finding lists	434.00
Light	1,742.00
Fuel	872.00
Newspapers and periodicals.....	410.00
Printing and stationery.....	435.00
Postage	54.00
Janitor's supplies	130.00
Furniture and fixtures.....	522.00
Insurance	888.00

\$31,271.00

All of which is respectfully submitted.

JOHN W. LOWE,

JAMES F. BOWERS,

Committee on Finance.

Chicago, Nov. 23, 1903.

Director Lowe moved that the report be adopted and that the recommendations contained therein be concurred in.

Carried.

Yeas—Directors Brosseau, Lowe, Lindstrand, Cigrand and the President—5.

Nays—None.

NEW BUSINESS.

The Librarian reported that during the recent cold weather it became necessary to have an additional engineer to look after the heating of the building through the night and as the necessity was an urgent one and as it has been customary to employ an engineer during the winter months for this purpose he had made a requisition upon the Civil Service Commission for a man for that work.

Director Brosseau moved that the matter reported upon by the Librarian be referred to the Committee on Administration for consideration and report.

Carried.

On motion of Director Lowe, the Board adjourned.

W. B. WICKERSHAM,

Secretary

BOARD OF DIRECTORS
OF THE
CHICAGO PUBLIC LIBRARY.

REGULAR MEETING.

CHICAGO, MONDAY, DECEMBER, 14, 1903.

OFFICIAL RECORD.

On account of the illness of some of the members of the Board and the unavoidable absence of others no meeting was held on this date.

W. B. WICKERSHAM,
Secretary.

SPECIAL MEETING.

CHICAGO, THURSDAY, DECEMBER 17, 1903.

OFFICIAL RECORD.

The Board met in special session at 12:30 o'clock p. m. at the following call:

"Chicago, Dec. 15, 1903.

"W. B. WICKERSHAM, Esq., *Secretary*
"Chicago Public Library Board.

"DEAR SIR:—Please call a special meeting of the Board of Directors of the Chicago Public Library to be held Thursday, the 17th inst. for the consideration of the following business:

"1. Reading the Records of previous Meeting.

"2. Communications.

"3. Unfinished Business.

"4. Reports from Standing Committees.

"5. Reports from Special Committees.

"6. Reports of Officers.

"7. New business.

"Very respectfully,

"JOHN W. ECKHART,
"President."

There were present the Vice-President, Director Bowers in the chair and Directors Lowe, Despres, Lindstrand, Egan and Cigrand.

Absent—Directors Brosseau, Heldmann and the President.

MINUTES APPROVED.

There being no objection the Chair declared the minutes of the regular meeting held November 23, 1903, approved as recorded and printed, without being read.

The Secretary presented the following communication from the Corporation Counsel.

"City of Chicago,
"Office of the Corporation Counsel.

"December 16, 1903.

"WM. B. WICKERSHAM, Sec'y Board of
"Directors, Chicago Public Library.

"DEAR SIR:—We are in receipt of your letter regarding the action of the County Clerk in charging against the Library tax certain fees, in which you say you are directed to inquire whether or not the County Clerk can be required to add to the Library tax the cost of extension and collection so that the Library Board will receive the net amount of the levy, and what steps can be taken to enforce the Library's rights.

"It is the duty of the County Clerk to ascertain what rate per cent of the assessed valuation of taxable property in the City will produce to the Library Board the net amount certified for extension as a Library tax—over and above the cost of collection and extension—and to extend that rate against that property. This duty, however, is restricted, and all rates, except those for certain specified purposes—the Library tax not being excepted,—are subject to reduction so that the total tax rate—exclusive of the excepted taxes—shall not exceed five per cent of the assessed valuation.

"The County Clerk informs me that this enforced reduction of the total tax rate, and its component parts, accounts for the failure to produce the net amount of your levy.

"The only remedy is legislation or the voluntary reduction by other tax-leaving bodies of their levies.

"Yours truly,

"WM. D. BARGE,

"Assistant Corporation Counsel."

"Approved:

"EDGAR B. TOLMAN,

"Corporation Counsel."

Director Egan moved that the Communication be placed on file.

Carried.

A Communication was received from the Deputy City Comptroller submitting a list of anticipation tax war-

rants issued against the Library tax levy of 1902, and showing the interest paid on the same in 1903.

Director Egan moved that the Communication be placed on file and that the following resolution be adopted.

Carried.

Yeas—Directors Lowe, Despres, Lindstrand, Egan, Cigrand and the Chair—6.

Nays—None.

Whereas, A list of anticipation tax warrants of 1902, and interest paid upon the same redeemed in 1903, transmitted to this Board by the Deputy City Comptroller, under date of November 21st ult. shows that in the early part of the current year the City Treasurer called in \$150,000.00 worth of such warrants, paying interest upon them amounting to \$7,613.63 without rendering a bill to this Board for said interest, and

Whereas, The Library accounts in the City Comptroller's office do not on this account balance with the books in the office of this Board,

Therefore, Resolved that the Secretary of this Board be and he is hereby instructed to enter a charge upon his books of \$7,613.63 to cover the interest paid by the City Treasurer on anticipation time warrants redeemed by him, but for which no bills were rendered the Library Board.

The following communication was, also, received from the Deputy City Comptroller:

"City of Chicago,

"Department of Finance.

"Chicago, Dec. 7, 1903.

"MR. WM. B. WICKERSHAM, Sec'y Chicago Public Library.

"DEAR SIR:—Will you please direct that in future the time books of the Public Library be submitted to this office for temporary use in auditing the pay rolls.

"Very respectfully,

"L. E. GOSSELIN,

"Auditor."

Director Despres moved that the Secretary be requested to inform the Deputy City Comptroller that this Board does not see its way clear to comply with his request, that the Secretary submit the time books of the Library for his use in checking the Library pay rolls; but that the books will be submitted for examination and inspection to any one sent to the Library from the auditing department of the City Comptroller's office for that purpose.

Carried.

Communications were, also, received as follows:

From the Illinois Telephone & Telegraph Company, submitting a proposition to place one or more of that company's telephones in the Library building.

Referred to the Committee on Buildings and Grounds.

From Rev. Joseph F. Flint and Rev. W. H. Otjen of Harvey, Illinois, praying the Board to grant them the privilege of drawing books from the Library on cards.

Director Despres moved that the petitions be granted.

Carried.

From J. W. Sharp, Librarian of the Ravenswood Historical Society and keeper of delivery station No. 4, North, praying the Board to allow him to close the station at 8 p. m. instead of 9 p. m. as at present.

Referred to the Committee on Administration.

From V. H. Nordenson, praying the Board to establish a delivery station at his store, 109 N. Fifty-second avenue, Austin.

Referred to the Committee on De-

livery Stations.

From Dr. B. Miller, praying the Board to establish a delivery station at 2945 Evanston avenue, Edgewater.

Referred to the Committee on Delivery Stations.

From Miss Grace Luther, keeper of delivery station No. 3, South, informing the Board of the sale of her store, 3961 Cottage Grove avenue, to Mrs. Cora M. Olney and recommending Mrs. Olney as a suitable person to remain in charge of the delivery station located at that number.

Referred to the Committee on Delivery Stations.

From Mrs. Cora M. Olney, making a request that delivery station No. 3, South, be allowed to remain at its present location and that it be placed under her care.

Referred to the Committee on Delivery Stations.

From P. B. Tinan, former keeper of delivery station No. 25, South, Pullman, recently closed for lack of circulation, praying the Board to re-open the station, and submitting a petition signed by numerous residents in the vicinity making the same request.

Referred to the Committee on Delivery Stations.

From Miss Stephanie Skorazinska, clerk, praying the Board to grant her a leave of absence until the end of December, 1903.

Referred to the Committee on Administration.

From Banner Keene, page, praying the Board to extend his leave of absence until January 1, 1904.

Referred to the Committee on Administration.

COMMITTEE ON LIBRARY.

In the absence of a majority of the Committee, by consent, the business in its hands was taken up and was transacted in open Board.

Director Lindstrand presented the following lists of books and recommended that they be ordered purchased:

A list of current American books, comprising 69 volumes, estimated to cost \$80; a list of miscellaneous English books, comprising 52 volumes, estimated to cost \$100.

Director Cigrand moved that the books be ordered purchased.

Carried.

Yeas—Directors Lowe, Despres, Lindstrand, Egan, Cigrand and the Chair—6.

Nays—None.

Director Lindstrand, also, presented a list of bills for continuations, special books and periodicals amounting to \$59.35 and moved that the bills be paid from the incidental fund.

Carried.

Director Lindstrand, also, presented the report of the Librarian for the month of November, 1903, and it was ordered filed and printed.

Also, the following bills audited and approved and moved that they be ordered paid:

Carried.

Yeas—Directors Lowe, Despres, Lindstrand, Egan, Cigrand and the Chair—6.

Nays—None.

A. C. McClurg & Co., books.....	\$ 360.27
Joseph Flucke, binding.....	499.28
Chicago Job Book Bindery, binding	127.75
Geo. E. Koehler, binding.....	72.85
P. Ringer & Hertzberg, binding..	27.85

Peterson Linotype Co., composition on finding list.....	118.16
Bradner Smith & Co., paper for bulletins and misc. slips.....	56.30
N. B. Barlow Printing Co., printing bulletins, by-laws, etc.....	106.75
Geo. E. Cole & Co., stamp pads, pens, rubber bands, etc.....	17.60
Cameron, Amberg & Co., printing reward cards, notice cards, etc..	13.25
Library Bureau, white cards, for catalog dept.....	13.06
Geo. K. Hazlitt & Co., printing annual report	151.13
The Kenyon News & Postal Subscription Co., subscriptions to periodicals	1,733.18
W. B. Wickersham, Sec'y., cash expenditures for November, 1903	159.16

\$3,456.59.

COMMITTEE ON ADMINISTRATION.

The Librarian stated that upon the recommendation of the chief engineer he had suspended John Meaden, engineer, for incompetency.

Director Despres moved that the action of the Librarian in suspending Mr. Meaden be concurred in and that he be directed to file charges against him with the Civil Service Commission.

Carried.

The Librarian stated that in a conference between Mr. W. J. Bryson, representing Mrs. T. B. Blackstone, and the President and some other members of the Board it was agreed that the new Blackstone Memorial Branch Library shall be transferred to the Library Board at 2 o'clock p. m., Saturday, January 2, 1904.

Director Lowe moved that the Librarian in connection with the Committee on Administration be authorized to appoint, temporarily, a person to take charge of the building with suitable assistants and a janitor until permanent attendants shall have been

provided for by promotional or original entry examination.

Also, that the Librarian be authorized to transfer to the new building the books and periodicals now in the branch reading room at 5315 Lake avenue, and to dispose of the furniture and fixtures now in said branch reading room by distributing them to the other branch reading rooms about the city as may be needed, and that the branch reading room at said number be discontinued after Jan. 1, next.

Carried.

COMMITTEE ON DELIVERY STATIONS.

Director Despres, Chairman, presented the following bills audited and approved and moved that they be ordered paid:

Carried.

Yeas—Directors Lowe, Despres, Lindstrand, Egan, Cigrand and the Chair—6.

Nays—None.

Isaac Shillington, boarding horses	\$198.06
Auburn Livery and Express Co., boarding horses, etc.	23.30
John White, boarding horse	16.80
J. Harrington, shoeing horses	27.00
Wayman & Murphy, shaft support and light of glass	4.00
J. A. Bovett, veterinary services	23.50
Chas. E. Cable, saddle pads, etc.	3.15
The Fair, blankets, covers, whips, etc.	19.75
J. H. McNamara, varnishing and painting trunks and malleable locks	67.50
	<u>\$383.06</u>

COMMITTEE ON BUILDINGS AND GROUNDS.

Director Egan, Chairman, presented the following bills, audited and approved and moved that they be ordered paid:

Carried.

Yeas—Directors Lowe, Despres, Lindstrand, Egan, Cigrand and the Chair—6.

Nays—None.

Maurice Dunne, rent, etc., State St. reading room	\$ 62.50
Ernst Stock, rent North Av. read- ing room	55.00
Chas. G. Haddock, rent W. Mad- ison St. reading room	60.00
Geo. R. Nichols, rent, etc., Blue Island Av. reading room	60.00
Carr Bros, rent, etc., Hyde Park reading room	50.00
Frederick Herhold, rent, etc., Mil- waukee Av. reading room	60.00
The People's Gas Light & Coke Co., gas	55.20
Ogden Gas Co., gas	6.68
Morris W. Hartwell, coal	666.61
D. J. Gallagher Mfg. Co, waste, etc.	21.25
Bartell Bros., oil	5.25
McMaster-Davis Supply Co., gas- kets, packing, valves, etc.	28.91
W. H. Salisbury & Co., sheeting, packing, etc.	7.33
C. B. Ault, grapho-metallic bar packing	7.50
Dearborn Drug & Chemical Works, oil	51.48
Thos. B. Banner, repairing oil fil- ter, etc.	5.88
Thayer & Lynn, repairing arma- ture, etc.	5.20
Crosby Steam Gage & Valve Co., valves	4.90
Jas. S. Kirk & Co., soft soap	24.72
Riddiford Bros., brushes and dust- ers	19.13
Wm. Dille, attachments for win- dows, and window washer's jacket	69.50
Halsler Bros. Co., brushes	9.20
E. Baggot Company, repairing plumbing	22.80
Bullard & Gormley Co., misc. hardware	9.11
King's Model Laundry Co., laun- dering towels	22.34
G. Bossenga, removing ashes	9.75
Wisconsin Lakes Ice Co., ice	11.75

Traders Insurance Co., insurance on 4 horses.....	25.25
Theo. Waldbillig, tuckpointing...	150.00
W. B. Wickersham, Sec'y., cash expenditures for November, 1903	28.53
	<u>\$1,615.57</u>

NEW BUSINESS.

The Secretary reported, informally, that the International Harvester Company (McCormick Division) had filed a satisfactory bond in the amount of \$100 in lieu of \$100 deposited with the Library when that company was given permission to sign the applications for books for all its employes.

The Librarian suggested that the Blackstone Memorial Branch Library building be kept open for inspection by the public on January 2, 1904, during the afternoon and evening until

eight or nine o'clock.

There being no objection it was so ordered.

The Chair presented a letter which he had received from Director Brosseau calling his attention to the death of the wife of H. G. Wilson, book-keeper in the Secretary's office, and his absence from duty on account of her sickness and death and suggested that owing to his long service in the employ of the Board no deduction be made in his salary for the time so lost.

Referred to the Committee on Administration.

On motion of Director Cigrand, the Board adjourned.

W. B. WICKERSHAM,

Secretary.

REPORT OF LIBRARIAN FOR NOVEMBER, 1903.

CIRCULATION OF BOOKS.

The number of books taken from the Library for home use during the month of November was 101,338, against 95,800 for the corresponding month of the previous year. The circulating department was open on 24 week days. The daily average week day circulation was 4,224.

REFERENCE ROOM.

	1903.	1902.
Number of recorded visitors.....	9,461	7,944
Books issued from stacks.....	26,868	21,881

No record was kept of the number of visitors who consulted the books on the open shelves.

ROOM FOR ART BOOKS.

Visitors, 785. Books consulted, 2,650

PATENTS AND PUBLIC DOCUMENTS.

	1903.	1902.
Number of visitors.....	1,709	1,514
Volumes consulted.....	7,910	7,064

(BOUND NEWSPAPERS AND BOOKS FOR THE BLIND.

Visitors, 247. Bound newspapers consulted, 394. Books for the blind circulated, 63.

READING ROOM.

Periodicals issued at counter, 10,540. No record kept of use of periodicals and newspapers on open stands and racks. Mean attendance per hour, 198. Average maximum attendance per hour, 309.

BRANCH READING ROOMS.

	No. 1.	No. 2.	No. 3.	No. 4.	No. 5.	No. 6.
Number of visitors.....	2,614	2,886	2,350	1,164	2,666	5,977
Periodicals issued.....	1,262	2,159	2,033	2,448	3,248	3,537
Books issued.	1,474	1,416	948	1,394	872	2,259
Average Sunday visitors.	39	81	52	34	59	151
Women visitors.....	117	446	287	447	163	455

DELIVERY STATIONS.

The number of books issued from 68 delivery stations was 56,698, against 49,604 from 68 stations for the same month of the preceding year.

REGISTRATION.

The number of cards issued on new registrations and re-registrations, was 3,725, of which 2,041 were issued to males and 1,684 to females. The registration of November, 1902, was 3,179. The number of two-year cards outstanding is 63,174.

BINDING DEPARTMENT.

Number of books at binderies November 1, 1903.....	1,849
Number of books sent to binderies in November.....	2,064
Total number of books at binderies in November..	3,913
Number of books received from binderies in November.....	1,704
Number of books at binderies November 30, 1903.....	2,209
Number of books repaired in Library in November.....	4,625

GROWTH OF THE LIBRARY.

The total number of volumes in the Library November 30, 1903, was 238,565. Received since June 1, 1903, 5,797; since November 1, 5,15. Books worn out and condemned since June 1, 2,143; since November 1, 659. Books lost and paid for since June 1, 218; since November 1, 28. Books found and money refunded since June 1, 47; since November 1, 6.

FRED'K H. HILD, Librarian.

Chicago, Dec. 14, 1903.

BOARD OF DIRECTORS

OF THE

CHICAGO PUBLIC LIBRARY.

REGULAR MEETING.

CHICAGO, MONDAY, DECEMBER, 28, 1903.

OFFICIAL RECORD.

There were present the President, Director Eckhart and Directors Brosseau, Lindstrand and Fyffe.

Absent—Directors Bowers, Lowe, Despres, Egan and Cigrand.

No quorum.

W. B. WICKERSHAM,
Secretary.

SPECIAL MEETING.

CHICAGO, WEDNESDAY, DEC. 30, 1903.

OFFICIAL RECORD.

There were present the President, Director Eckhart in the chair, and Directors Bowers, Brosseau, Lindstrand and Fyffe.

Absent—Directors Lowe, Despres, Egan and Cigrand.

The Secretary read the following call:

CHICAGO, Dec. 28, 1903.

W. B. Wickersham, Sec'y Chicago Public Library, Chicago.

"Dear Sir:—Please call a special

meeting of the Board of Directors of the Chicago Public Library to be held Wednesday, the 30th inst., at 4 o'clock p. m. for the consideration of the following business:

"1. Reading the records of previous meeting.

"2. Communications.

"3. Unfinished business.

"4. Reports from standing committees.

"5. Reports from special committees.

"6. Reports of officers.

"7. New business.

"Very respectfully,

JOHN W. ECKHART,

"President."

MINUTES APPROVED.

Director Bowers moved that the minutes of the regular meeting of December 14, 1903, and of the special meeting of December 17, 1903, be approved as recorded and printed, without being read.

Carried.

COMMUNICATIONS.

The following communication was received from the City Clerk:

"Chicago, Dec. 30, 1903.

"MR. W. B. WICKERSHAM,

"*Secretary Library Board.*

"DEAR SIR:-- I have the honor to inform you that Mr. Colin C. H. Fyffe was appointed by the Mayor, and confirmed by the Council as Member of the Library Board to succeed Rev. George D. Heldmann, resigned, on the 21st day of December 1903, and that Mr. Fyffe has called at this office and qualified.

"Yours respectfully,

"FRED C. BENDER,

"*City Clerk.*"

Ordered to be filed.

The following communication was received from the City Comptroller:

"CHICAGO, Dec. 22, 1903.

"Wm. B. Wickersham, Esq.,

"*Sec'y Chicago Public Library, Chicago.*

"Dear Sir:--I enclose herewith statement of taxes collected in 1903, account Public Library, as per report of County Collector. Very respectfully,

"L. E. MCGANN,

"*Comptroller.*"

Statement of Taxes Collected in 1903, a/c Public Library, as per Report of County Collector.

TAXES OF 1901 AND PRIOR.

Library.

Certified by County Clerk on warrant 1902	\$ 3,294.04
Collected not on warrant	529.61
	3,823.65
Losses.	
Forfeited to State....	\$ 2,904.09
Judgments refused....	71.73
Errors	79.03
Enjoined	98.88
	3,153.23
	670.42
County Collector's commission 1%.....	6.70

Cash due a/c 1901 and prior	663.72
TAXES 1902	
Council levy 1902.....	433,219.63
Decrease under statutory limitation.....	30,724.50
Decrease under Juul law	128,798.44
	159,522.94
	273,696.69
	2,535.08
Gain in extending.....	
Total warrant 1902... Losses.	276,231.77
Forfeited to State....	611.26
Judgments refused....	420.92
Enjoined	510.25
Appealed	166.31
Errors	28.93
Uncollected personal property	6,944.34
	8,682.01
Amount collected.....	267,549.76
Cost.	
County Clerk's fee....	12,674.28
County Collector's commission 1%.....	2,204.85
Town Collector's commission 2%.....	948.00
	15,827.13
Cash due a/c 1902....	251,722.63
Cash due a/c 1901 and prior as above..	663.72
Total cash due and distributed by Treasurer	\$252,386.35
Ordered to be printed and filed	
Communications were also received as follows:	
From citizens in the vicinity of 5315 Lake avenue, praying the Board not to remove the branch reading room from that number to the Blackstone Memorial Branch Library.	
Director Bowers moved that inasmuch as the removal of said room had already taken place the petition be filed.	

Carried.

From Banner Keene, page, praying the Board to extend his leave of absence until February 1, 1904.

Referred to the Committee on Administration.

From John Meaden, praying the Board to grant him a leave of absence not to exceed sixty days.

Referred to the Committee on Administration.

COMMITTEE ON LIBRARY.

Director Brosseau, Chairman, for the Committee, presented the following lists of books and recommended on behalf of the Committee that they be ordered purchased:

A list of current American books, comprising 54 volumes, estimated to cost \$75; a list of English books, comprising 28 volumes, estimated to cost 40.

Director Brosseau moved that the recommendation be concurred in.

Carried.

Yeas—Directors Bowers, Brosseau, Lindstrand, Fyffe and the President—5.

Nays—None.

COMMITTEE ON ADMINISTRATION.

In the absence of a majority of the Committee, Director Bowers moved that the business in its hands be taken up and be transacted in open Board.

Carried.

Director Bowers reported back the petition of A. S. Einstein, night watchman, for pay for certain days upon which he worked, but which he claims as holidays, and moved that the petition be not granted.

Carried.

Also, the petition of J. W. Sharp, keeper of Delivery Station No. 4 North,

praying the Board to allow him to close that station at 8 o'clock p. m, instead of 9 o'clock p. m.

Director Brosseau moved that the petition be granted.

Carried.

Also, the petition of Stephanie Skorazinska, clerk, praying the Board to extend her leave of absence until January 15, 1904.

Director Bowers moved that the petition be granted.

Carried.

Also, the petition of John Meaden referred to the Committee in the early part of the meeting.

Director Bowers moved that the petition of Mr. Meaden be not granted.

Carried.

Also, the communication of Director Brosseau suggesting payment of salary to H. G. Wilson, in full, for December, 1903.

Director Brosseau moved that the salary of Mr. Wilson be paid in full for that month.

Carried.

Director Bowers, also, recommended on behalf of the Committee that the action of the Librarian in appointing an additional engineer to look after the heating of the building through the night during the winter months be approved and moved that the recommendation be concurred in.

Carried.

Director Bowers, also stated that on account of the frequent absence of attendants from the circulating department it seemed necessary to have one or two substitutes to be called upon to take the places of absenteés, and moved that the Librarian be authorized to make a requisition upon the

Civil Service Commission for two clerks to act as such substitutes.

Carried.

Director Bowers, in view of the fact that the Blackstone Memorial Branch Library is to be operated as a branch of the main Library moved that the hours for keeping such Branch Library open be fixed as follows:

On week days from 9 o'clock a. m. until 10 o'clock p. m. and on Sundays and holidays, from 12 o'clock noon, until 6 o'clock p. m., and that the same rules regarding the use of books and periodicals apply at the Branch Library as apply at the main Library.

The motion prevailed.

COMMITTEE ON DELIVERY STATIONS.

Director Bowers, for the Committee, reported back the communication of Miss Grace Luther, tendering her resignation as keeper of Delivery Station No. 3 South, and the application of Mrs. Cora M. Olney for the same position, and moved that the petitions be granted.

Carried.

Director Bowers, also, reported back the petition of P. B. Tinan and citizens residing in Pullman and its vicin-

ity, praying that delivery station No. 25 South, be re-opened in Pullman under the care of Mr. Tinan, and moved that the petition be granted on the conditions named by him, that the station be operated free of cost to the Library until such time as the circulation of books shall warrant its restoration to the pay roll.

Carried.

NEW BUSINESS.

The President appointed Director Fyffe a member of the Committee on Library, on Finance and on By-Laws in place of Director Heldmann, resigned, so that those committees are as follows:

Library: Brosseau, Lindstrand and Fyffe.

Finance: Lowe, Bowers and Fyffe.

By-Laws: Fyffe, Egan and Lindstrand.

Director Bowers moved that when the Board should adjourn it should adjourn until Monday, January 4, 1904, at 4 o'clock p. m.

Carried.

On motion, the Board adjourned.

W. B. WICKERSHAM,

Secretary.

BOARD OF DIRECTORS

OF THE

CHICAGO PUBLIC LIBRARY.

ADJOURNED REGULAR MEETING.

CHICAGO, MONDAY, JANUARY, 4, 1904.

OFFICIAL RECORD.

There were present when the Board was called to order the President, Director Eckhart, in the chair, and Directors Brosseau, Lindstrand, Egan and Fyffe.

Absent—Directors Bowers, Lowe, Despres and Cigrand.

COMMITTEE ON LIBRARY.

Director Brosseau, Chairman, presented the following bills for the month of December, 1903, audited and approved, and moved that they be ordered paid.

Carried.

Yeas—Directors Brosseau, Lindstrand, Egan, Fyffe and the President—5.

Nays—None.

A. C. McClurg & Co., books.....	\$265.12
B. F. Stevens & Brown, books, etc., £129/8/11 (est.)	631.69
Otto Harrassowitz, books 865.30 marks (est.)	207.67
G. E. Stechert, books and periodi-	

cals	25.48
A. L. A. Publishing Board, periodical cards	15.26
Joseph Flucke, binding	422.57
Geo. E. Koehler, binding.....	302.94
Chicago Job Book Bindery.....	141.75
P. Ringer & Hertzberg, binding...	80.00
N. B. Barlow Printing Co., printing minutes, by-laws, etc.	57.25
Geo. E. Cole & Co., stationery....	18.25
Cameron, Amberg & Co., journals, etc.	10.87
Peterson Linotype Co., composition on index	4.22
W. B. Wickersham, Sec'y, cash expenditures for December, 1903...	183.07
	\$2,366.14

COMMITTEE ON DELIVERY STATIONS.

Director Brosseau moved that the bills in the hands of the Committee be taken up and be approved in open Board.

Carried.

Director Brosseau presented the following bills for the month of Decem-

ber, 1903, and moved that they be approved and be ordered paid.

Carried.

Yeas — Directors Brosseau, Lindstrand, Egan, Fyffe and the President —5.

Nays—None.

Isaac Shillington, boarding horses...	\$197.42
Auburn Livery and Express Co., boarding horses	22.10
J. Harrington, shoeing horses.....	31.50
W. R. Burdick, shoeing and board- ing horse	23.75
J. A. Bovett, veterinary services....	8.00
Wayman & Murphy, repairing wagons	10.35
Chas. E. Cable, harness	7.90

\$301.02

COMMITTEE ON BUILDINGS AND GROUNDS.

Director Egan, Chairman, presented the following bills for the month of December, 1903, audited and approved and moved that they be ordered paid.

Carried.

Yeas — Directors Brosseau, Lindstrand, Egan, Fyffe and the President —5.

Nays—None.

Ernst Stock, rent, North Ave. read- ing room	\$55.00
Carr Bros., rent, etc., Hyde Park reading room	50.00
Frederick Herhold, rent, etc., Mil- waukee Ave. reading room.....	60.00
Geo. R. Nichols, rent, etc., Blue Island Ave. reading room.....	60.00
Chas. G. Haddock, rent, W. Mad- ison St. reading room.....	60.00
Maurice Dunne, rent, etc., State St. reading room	62.50
Bullard & Gornley Co., lantern, torches, etc.	18.98
Ogden Gas Co., gas.....	7.35
Sprague, Warner & Co., Ivory soap	6.75
Morris W. Hartwell, coal	1,126.17
Bartell Bros., oil	13.50
Brilliant Sgn Co., remaking glass sign	5.00
Taylor Brothers Company, ther-	

mometers	20.50
The Westinghouse Air Brake Co., valves	11.65
McMaster-Davis Supply Co., graph- ite grease, etc.	5.68
John Mohr & Sons, repairs on boller	19.60
Illinois Electric Co., lamp cord and shades	6.52
W. B. Wickersham, Sec'y, cash ex- penditures for December, 1903...	75.11

\$1,664.31

Director Cigrand entered the room and took his seat.

Director Egan, also, presented two communications to the President from Wm. E. Rollo & Co., quoting rates fixed by the Board of Underwriters upon the Blackstone Memorial Branch Library Building and upon its contents.

Referred to the Committee on Buildings and Grounds.

NEW BUSINESS.

The President stated that the meeting of the Directors with Mrs. T. B. Blackstone at the Blackstone Memorial Branch Library on Saturday, the 2nd inst. to take over that building was postponed on account of the bereavement of the city following the fire in the Iroquois Theatre building, and that it would be in order at this time to fix upon a date for that meeting.

Director Cigrand moved that the Board of Directors meet Mrs. T. B. Blackstone for that purpose at the Blackstone Library Building on Friday the 8th inst. at 3 o'clock p. m.

Carried.

Director Fyffe moved that the President be requested to communicate with the City Comptroller and the Finance Committee of the City Council and ask that the question of the city's

indebtedness to the Library fund in the total amount of \$64,452.34 be taken up for consideration and that an item for this sum be inserted in the general appropriation bill for 1904, for the

purpose of reimbursing that fund.

Carried.

On motion of Director Egan, the Board adjourned.

W. B. WICKERSHAM,
Secretary.

BOARD OF DIRECTORS
OF THE
CHICAGO PUBLIC LIBRARY.

REGULAR MEETING.

CHICAGO, MONDAY, JANUARY, 11, 1904.

OFFICIAL RECORD.

There were present the President, Director Eckhart, in the chair and Directors Brosseau, Lindstrand, Egan, Cigrand and Fyffe.

Absent—Directors Bowers, Lowe and Despres.

MINUTES APPROVED.

On motion of Director Egan the minutes of the regular meeting of December 28, 1903, and of the special meeting held December 30, 1903, and of the adjourned special meeting held January 4, 1904, were approved as recorded and printed, without being read.

COMMUNICATIONS.

A communication was received from Henry G. Foreman, Esq., tendering his regrets at being unable to accept the invitation to attend the meeting at the Blackstone Memorial Branch Library upon the occasion of its formal transfer from Mrs. T. B.

Blackstone to the Library Board.

Ordered to be filed.

The following communications were, also, received:

From L. E. McGann, City Comptroller, acknowledging a letter from the President relating to certain transfers made from the Library fund to the general fund, etc.

Ordered to be filed.

From Rev. Ernest C. Smith, Hinsdale, Illinois, praying the Board to renew his privilege of drawing books from the circulating department of the Library.

Director Fyffe moved that the request of Mr. Smith be granted.

Carried.

From T. J. Corcoran, Secretary of the Civil Service Commission, as follows:

"Chicago, January 7, 1904.

"Mr. Fred. H. Hild, Librarian.

"DEAR SIR:—I hereby certify that

the following is a true and correct copy of the findings and decision of the Civil Service Commission in re charges filed against John Meaden, assistant engineer.

"In the matter of charges filed by the Librarian against John Meaden, assistant engineer (mechanical and electrical), which case was heard and taken under advisement by the Commission on December 18th, the Commission after considering the evidence relating to the case, finds and decides that the charges against said John Meaden are not sustained.

"By order of the Commission.

"T. J. CORCORAN, *Secretary.*"

Director Brosseau moved that the vote by which a petition of John Meaden was denied at the special meeting of the Board on December 30, 1903, be reconsidered.

Carried.

Director Brosseau moved that Mr. Meaden be granted a leave of absence of two weeks.

Carried.

COMMITTEE ON LIBRARY.

Director Brosseau, Chairman, presented the following lists of books and recommended on behalf of the Committee that they be ordered purchased: A list of current American books, comprising 24 volumes, estimated to cost \$40; a list of miscellaneous books, comprising 13 volumes, estimated to cost \$22; a list of English books, comprising 7 volumes, estimated to cost \$15.

Director Brosseau moved that the recommendation be concurred in.

Carried.

Director Brosseau, also, presented a list of bills for continuations, special books, periodicals, etc., amounting to \$92.99 and moved that the bills be paid from the incidental fund.

Carried.

Director Brosseau, also, presented the report of the Librarian for December, 1903, and recommended that it be filed and printed.

The recommendation was concurred in.

COMMITTEE ON ADMINISTRATION.

Director Cigrand, for the Committee, moved that the business in its hands be taken up and be transacted in open Board.

Carried.

Director Cigrand then presented the following recommendation:

That a requisition be made upon the Civil Service Commission for one assistant engineer to fill the position made vacant by reason of a leave of absence granted John Meaden.

The recommendation was concurred in.

COMMITTEE ON BUILDINGS AND GROUNDS.

Director Egan, Chairman, reported back the proposition of Illinois Telephone and Telegraph Company to install a telephone in the Library building and stated, that in the opinion of the Committee, the time had not come to install such telephone and recommended that the proposal be filed. Concurred in.

Director Egan, also, stated that it had been suggested that a telephone be placed in the Blackstone Branch Library; that a certain amount of insurance be placed upon that building and its contents, and that steps be taken toward improving the streets on each side of the building and the small triangular space bound by Washington avenue, Lake avenue and Forty-ninth street, and moved that all these questions be referred to the

Committee on Buildings and Grounds for consideration and report.

Carried.

Director Egan, also, stated that it seemed desirable to place rubber tips on the chairs in the reading rooms of the Blackstone Branch Library, and moved that the question of having this done be referred to the Committee on Buildings and Grounds with power to act.

Carried

REPORT OF OFFICERS.

The President presented the following report, which was ordered to be filed:

To the President and Board of Directors, Chicago Public Library.

GENTLEMEN:—I beg to report that

in pursuance of the action of the Board on Monday, January 4th inst., a majority of its members met Mrs. T. B. Blackstone at the new branch library building, corner Forty-ninth street and Lake avenue, at 3 o'clock p. m., on Friday, January 8th, when with simple ceremony, Mrs. Blackstone delivered the key of the building and the deed to the property to your President.

The building is now open to the public.

Respectfully,

JOHN W. ECKHART,
President.

On motion of Director Egan, the Board adjourned.

W. B. WICKERSHAM,
Secretary.

REPORT OF LIBRARIAN FOR DECEMBER, 1903.

CIRCULATION OF BOOKS.

The number of books taken from the Library for home use during the month of December was 104,192, against 98,641 for the corresponding month of the previous year. The circulating department was open on 26 week days. The daily average week day circulation was 4,007.

REFERENCE ROOM.

	1903.	1902.
Number of recorded visitors.....	9,592	7,530
Books issued from stacks.....	26,799	22,773

No record was kept of the number of visitors who consulted the books on the open shelves.

ROOM FOR ART BOOKS.

Visitors, 848. Books consulted, 2,953.

PATENTS AND PUBLIC DOCUMENTS.

	1903.	1902.
Number of visitors.....	1,807	1,692
Volumes consulted.....	8,494	7,990

BOUND NEWSPAPERS AND BOOKS FOR THE BLIND.

Visitors, 219. Bound newspapers consulted, 323. Books for the blind circulated, 87.

READING ROOM.

Periodicals issued at counter, 10,869. No record kept of use of periodicals and newspapers on open stands and racks. Mean attendance per hour, 226. Average maximum attendance per hour, 341.

BRANCH READING ROOMS.

	No. 1.	No. 2.	No. 3.	No. 4.	No. 5.	No. 6.
Number of visitors.....	2,261	2,477	2,166	895	2,766	5,301
Periodicals issued.....	1,126	2,212	1,935	2,551	3,373	4,169
Books issued.	1,249	1,070	780	1,256	969	2,214
Average Sunday visitors.....	48	80	51	36	65	163
Women visitors.....	69	308	191	350	139	539

DELIVERY STATIONS.

The number of books issued from 67 delivery stations was 60,359, against 53,095 from 68 stations for the same month of the preceding year.

REGISTRATION.

The number of cards issued on new registrations and re-registrations was 2,674, of which 1,606 were issued to males and 1,068 to females. The registration of December, 1902, was 2,292. The number of two-year cards outstanding is 63,065.

BINDING DEPARTMENT.

Number of books at binderies December 1, 1903.....	2,209
Number of books sent to binderies in December.....	1,771
Total number of books at binderies in December..	3,980
Number of books received from binderies in December.....	2,191
Number of books at binderies December 31, 1903.....	1,789
Number of books repaired in Library in December.....	6,761

GROWTH OF THE LIBRARY.

The total number of volumes in the Library December 31, 1903, was 268,682. Received since June 1, 1903, 6,525; since December 1, 728. Books worn out and condemned since June 1, 2,728; since December 1, 580. Books lost and paid for since June 1, 252; since December 1, 34. Books found and money refunded since June 1, 50; since December 1, 3.

FRED'K H. HILD, Librarian.

Chicago, Jan. 11, 1904.

BOARD OF DIRECTORS
OF THE
CHICAGO PUBLIC LIBRARY.

REGULAR MEETING.

CHICAGO, MONDAY, JANUARY, 25, 1904.

OFFICIAL RECORD.

There were present the President, Director Eckhart, in the chair, and Directors Bowers, Lindstrand, Egan and Cigrand.

Absent—Directors Brosseau, Lowe, Despres and Fyffe.

MINUTES APPROVED.

On motion of Director Egan, the minutes of the meeting held January 11, 1904, were approved as recorded and printed, without being read.

COMMUNICATIONS.

A petition was received from citizens residing in the vicinity of 2250 Milwaukee avenue (Logan Square) praying the Board to establish a delivery station at that number.

Referred to the Committee on Delivery Stations.

A communication was received from E. F. L. Gauss, first assistant Librarian, praying the Board to grant him

compensation for eight and one-half working days lost on account of a sprain rendering him unable to walk.

Director Bowers moved that the petition of Mr. Gauss be granted.

Carried.

A communication was received from Banner Keene, page, praying the Board to extend his leave of absence until March 1, 1904.

Referred to the Committee on Administration.

COMMITTEE ON LIBRARY.

Director Lindstrand moved that, in the absence of a majority of the Committee, the business in its hands be taken up and be transacted in open Board.

Carried.

Director Lindstrand then presented the following lists of books:

A list of current American books,

comprising 33 volumes, estimated to cost \$35; a list of English books, comprising 18 volumes, estimated to cost \$35, and a list of popular books, of which extra copies are required, comprising 73 volumes, estimated to cost \$75.

Director Lindstrand moved that the books be ordered purchased.

Carried.

Yeas—Directors Bowers, Lindstrand, Egan, Cigrand and the President—5.

Nays—None.

Director Lindstrand stated that the advanced payment on account of the subscription to the printed catalog cards, issued by the Library of Congress, is exhausted and recommended that one hundred dollars be forwarded for a continuation of the cards and presented a bill for this amount.

Director Bowers moved that the recommendation be concurred in and that the bill be ordered paid.

Carried.

Yeas—Directors Bowers, Lindstrand, Egan, Cigrand and the President—5.

Nays—None.

Director Lindstrand, also, stated that the stock of manila paper, upon which the finding lists are printed, is exhausted and that 20 reams are needed immediately, and recommended that 50 reams of 26x38, 60 lb., star manila paper be ordered for this purpose.

Director Bowers moved that the recommendation be concurred in.

Carried.

Yeas—Directors Bowers, Lindstrand, Egan, Cigrand and the President—5.

Nays—None.

Also, that 50,000 card pockets are needed for the binding department which will cost \$133.33.

Director Bowers moved that the pockets be ordered purchased.

Carried.

Yeas—Directors Bowers, Lindstrand, Egan, Cigrand and the President—5.

Nays—None.

He, also, presented a list of bills for special books, continuations and periodicals, amounting to \$23, and recommended that they be paid from the incidental fund.

The recommendation was concurred in.

COMMITTEE ON ADMINISTRATION.

Director Bowers, Chairman, presented and read the following report:
To the President and Board of Directors, Chicago Public Library:

GENTLEMEN:—Your Committee on Administration begs leave to report that in accordance with authority granted by the Library Board on December 17, 1903, it has to date made the following temporary appointments at the Blackstone Memorial Branch Library: Miss Mary E. Remmer, of the cataloguing department, to take charge of the Blackstone Library, without change of salary, until the Civil Service Commission shall certify an eligible for the position; and W. F. Smith, to act as janitor and engineer at the Blackstone Library, at a salary of \$83.33 per month, pending the certification by the Civil Service Commission of an eligible for the position.

Your Committee, having had under consideration various matters pertaining to the Library service, begs leave to make the following recommendations:

1. That the petition of Banner Keene, a page, for leave of absence until February 1, 1904, be granted, but

that an extension of his leave of absence beyond February 1, be not allowed.

2. That Julius C. Greenbaum, late superintendent of the Hyde Park reading room (branch reading room No. 4), which has been discontinued, be transferred to the West Madison street reading room.

3. That Fred F. Rex, superintendent of the West Madison street reading room, be laid off on account of the discontinuance of one of the branch reading rooms, this action being in compliance with the rules of the Civil Service Commission.

4. That the hours during which the Blackstone Memorial Branch Library shall be open to the public shall be from 9 a. m. to 9 p. m. on week days and from 12 m. to 6 p. m. on Sundays and holidays.

5. That a requisition be made upon the Civil Service Commission for one person (female) to fill the position of librarian-in-charge of the Blackstone Memorial Branch Library, said position to be in the third grade of the classified service.

6. That a requisition be made upon the Civil Service Commission for one engineer-janitor for the Blackstone Memorial Branch Library at a salary of \$900 per annum.

7. That the leave of absence of two weeks granted to John Meaden, assistant engineer, on January 11th inst. be extended for a period of ninety days.

All of which is respectfully submitted.

J. F. BOWERS,

B. J. CIGRAND,

Committee on Administration.

Chicago, Jan. 25, 1904.

Director Bowers moved that the report be adopted and that the recommendations contained therein be concurred in.

Carried.

COMMITTEE ON BUILDINGS AND GROUNDS.

Director Egan, Chairman, presented

and read the following report:

*To the President and Board of Directors,
Chicago Public Library:*

GENTLEMEN:—Your Committee on Buildings and Grounds begs leave to report as follows upon sundry matters, some of which have heretofore been referred by the Board:

1. Your Committee has given considerable attention to the matter of insurance on the Blackstone Memorial Branch Library and would recommend that a policy of \$40,000 be placed on the building on the 50% co-insurance basis, the total valuation of the building being placed at \$240,000. The rate on this basis is 63c per hundred for five years, making the cost of this amount of insurance \$252.00. On this basis the Library becomes a co-insurer to the amount of two-thirds of the policy, so that on a loss of \$20,000 the Board would realize \$6,666.66.

2. Your Committee would, also, recommend that a policy of \$13,000 be placed upon the contents of the building, consisting of furniture, fixtures and books, this being full insurance, which at the rate of \$1.32 per hundred for five years makes the premium \$171.60.

3. Your Committee has considered the question of placing a telephone in the Blackstone Memorial Branch Library, and, also, the question of reducing, if possible, the cost of the three outside telephones at the main Library building. After having had several conferences with the Chicago Telephone Company, your Committee is satisfied that the best rates obtainable for the service desired for the Blackstone Branch Library is a telephone guaranteeing 600 out-calls a year with an unlimited number of in-calls, for the sum of \$75.00 per year.

Your Committee finds that the various nickel telephones in use are for many reasons objectionable, and that the cost of a direct line from the Blackstone Memorial Branch Library to the Public Library would be out of

all proportion to the service required. It therefore recommends that the Chicago Telephone Company be requested to install in the Blackstone Memorial Branch Library a telephone of the kind mentioned for \$75.00 per year.

4. Your Committee endeavored to obtain a lower rate for the three telephones in use at the Public Library, but without success. The Telephone Company, however, did agree to place the Directors' room telephone on an extension line from the switch board so that during the meetings of the Board it can be used by the members, but cannot be used by anyone during the interval between meetings. This arrangement will effect a saving of \$45.00 per year. The Librarian, however, desires to have his desk 'phone connected by the same kind of an extension to the 'phone in the order department and this can be done at a cost of \$30.00 per year.

Your Committee would, therefore, recommend that the Directors' room telephone be made an extension from the switch board, and that the Librarian's telephone be connected by an extension from the order department, which would still leave a saving of \$15.00 per year from the present rates.

5. Your Committee is informed that the Library is in need of four book trucks of the same pattern as the trucks made by Fairbanks, Morse & Co. in 1897, except that it is desired to have them one inch wider. These trucks are built on the plan of that firm's standard trucks, but are built especially strong in the shops of the company in this city. The price will be \$20.00 each, net, without rubber corners and \$22.50 with rubber corners.

Your Committee recommends that the Secretary be authorized to purchase the four trucks described.

6. Your Committee would recommend that the proposal of Joseph Halsted to place an iron floor in the book stacks where one of the stacks has been removed, for the sum of

\$35.00 be accepted and that the work be ordered done.

All of which is respectfully submitted.

DENNIS J. EGAN,
F. A. LINDSTRAND,
B. J. CIGRAND,

Committee on Buildings and Grounds.

Chicago, Jan. 25, 1904.

Director Egan moved that the report be adopted and that the recommendations contained therein be concurred in.

Carried.

Yeas—Directors Bowers, Lindstrand, Egan, Cigrand and the President—5.

Nays—None.

Director Egan, also, stated that the Secretary had obtained estimates on toweling from three large firms and recommended, on behalf of the Committee, that an order be given to Carson, Pirie, Scott & Co., for 120 roller towels and 300 hand towels, to be made of the best huck, and 360 cleaning cloths to be made from cotton toweling, all to be marked with the initials "C. P. L.," for \$118.20, this being the lowest bid received.

Director Bowers moved that the toweling be ordered purchased as recommended.

Carried.

Yeas—Directors Bowers, Lindstrand, Egan, Cigrand and the President—5.

Nays—None.

Director Egan, also, stated that it was necessary to purchase a number of 10 ampere double pole old style Hart snap switches; that this style of switch is no longer made and kept in stock and that no other switch will fit our installation; that to obtain these switches an order must be given

for a full standard package, which consists of 102 switches which will cost \$51.00.

He, also, stated that the engineering department required a large number of 10 ampere double pole Hart flush gang switches and that it would be economical to order 100 of these to cost \$61.20.

Also, that 25 reflector incandescent lights were needed for use in the delivery station department, which would cost \$8.75.

Director Egan moved that the snap switches, flush gang switches and reflector lamps be ordered purchased at the prices mentioned.

Carried.

Yeas—Directors Bowers, Lindstrand, Egan, Cigrand and the President—5.

Nays—None.

COMMITTEE ON FINANCE.

Director Bowers, for the Committee, presented the report of the International Audit Company on the examination of the books and accounts of the Public Library for three months ended November 30, 1903.

Director Bowers moved that the report be received and be printed and filed.

Carried.

January 25th, 1904.

To the President and Board of Directors, Chicago Public Library, Chicago:

GENTLEMEN:—We have audited the books and accounts of the Chicago Public Library for the three months ending 30th November, 1903.

We have pleasure in reporting that we find the books and accounts to be correct and in good order.

We present the following statements all of which we certify to be correct.

1. Ledger balances: 30th November, 1903.

2. Statement of quarterly receipts and expenditures of the Public Library fund from 31st August, 1903, to 30th November, 1903.

3. Statement of cash receipts and expenditure for months of September, October and November, 1903.

Yours faithfully,

(Signed)

THE INTERNATIONAL AUDIT COMPANY,
By JOHN McLAREN,
President.

ROBERT NELSON,
Certified Public Accountant,
Manager.

LEDGER BALANCES.

30th November, 1903.

DEBIT.

Due by Comptroller	\$388,317.85
Mortgage loans	12,000.00
Cash.	4,845.29

\$405,163.14

CREDIT.

Public Library Fund—	
Fund of 1879 and prior years.....	\$ 23,534.44
Fund of 1901, contingent.	3,506.48
Fund of 1903.	361,276.93

\$388,317.85

January 25,]

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[1904.

W. H. Ryder fund.....	10,000.00
W. H. Ryder fund interest.....	2,385.33
Jerome Beecher fund	2,000.00
Jerome Beecher fund interest	1,139.20
Security deposits	808.25
Special deposits	200.00
Incidental fund	312.51

\$405,163.14

STATEMENT OF RECEIPTS AND EXPENDITURE.

Three months ending 30th November, 1903.

RECEIPTS.

To balance Public Library fund, 31st Aug., 1903.....	\$407,031.77
To miscellaneous receipts.	1,782.41
	\$408,814.18

EXPENDITURE

By books	\$ 3,310.10
By newspapers and periodicals	2,136.37
By binding.	2,224.26
By books lost and paid for—refunds.	30.75
By finding lists.	411.44
By freight and express.	58.26
By postage.	110.00
By delivery stations, miscellaneous.	2,091.48
By branch reading rooms, miscellaneous.	1,236.86
By salaries—	
Main library.	\$26,469.26
Branch reading rooms.	1,490.02
Delivery stations.	2,679.07
	\$ 30,638.35
By miscellaneous expense.	524.57
By printing and stationery.	541.55
By fuel.	1,930.25
By heating and generating plant.	227.44
By electric supplies and repairs.	44.53
By repairs, alterations and improvements.	828.10
By elevator supplies and repairs.	45.56
By janitors expense.	137.37
By furniture and fixtures.	58.11
By insurance.	31.35
By interest on time warrants.	920.55

Total expenditure for quarter. \$ 47,537.25

Balance of Library fund. 361,276.93

Amount charged to Comptroller—

Fund of 1879 (unavailable).	\$ 23,554.44
Fund of 1901 (contingent).	3,506.48
Fund of 1903.	361,276.93

\$388,317.85

Note:—Estimated reduction of appropriation under "Juul Law" about \$170,000.00, leaves a net balance of \$191,276.93.

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CASH RECEIPTS AND EXPENDITURE.

September, October and November, 1903.

RECEIPTS.

	Sept.	Oct.	Nov.
Cash balance at close of previous months....	\$4,831.77	\$4,855.04	\$4,765.02
Comptroller for incidental fund.....	243.51	189.24	280.76
Miscellaneous receipts.	10.00	1.37	
Finding lists.	37.18	51.33	67.57
Books lost and paid for.....	46.25	30.10	28.80
Deposits.	109.50	141.50	179.40
Fines.	489.26	505.96	514.59
	<u>\$5,767.47</u>	<u>\$5,774.54</u>	<u>\$5,836.14</u>

EXPENDITURES.

	Sept.	Oct.	Nov.
Comptroller.	\$ 582.69	\$ 588.76	\$ 610.96
Deposits repaid.	140.50	140.00	129.40
Ryder interest fund.			63.00
Books.	54.00	84.28	81.05
Newspapers and periodicals.	36.77	40.99	
Bindings		11.50	
Books lost and paid for—refunds.	9.50	13.00	8.25
Freight and express	16.40	21.13	20.73
Delivery stations.	6.60	4.35	7.00
Branch reading rooms	10.53		
Miscellaneous expense.	13.89	29.15	14.68
Postage.	20.00	45.00	45.00
Printing and stationery.	10.75	29.38	4.13
Heating and generating plant.	3.30	1.98	3.63
Electric supplies and repairs	.27		
Elevator supplies and repairs.	1.13		
Janitors expense.	6.10		3.02
Balance at close of month.	4,855.04	4,765.02	4,845.29
	<u>\$5,767.47</u>	<u>\$5,774.54</u>	<u>\$5,836.14</u>

SUMMARY OF BALANCE.

	September.	October.	November.
W. H. Ryder fund.	\$10,000.00	\$10,000.00	\$10,000.00
Jerome Beecher fund.	2,000.00	2,000.00	2,000.00
W. H. Ryder fund—interest	2,448.33	2,448.33	2,385.33
Jerome Beecher fund—interest	1,139.20	1,139.20	1,139.20
Incidental fund	310.76	219.24	312.51
Security deposits	756.75	758.25	808.25
Special deposits	200.00	200.00	200.00
	<u>\$16,855.04</u>	<u>\$16,765.02</u>	<u>\$16,845.29</u>
Deduct mortgage loans—			
Ryder & Beecher funds invested.....	12,000.00	12,000.00	12,000.00
	<u>\$ 4,855.04</u>	<u>\$ 4,765.02</u>	<u>\$ 4,845.29</u>

On motion of Director Cigrand, the Board adjourned.

W. B. WICKERSHAM,

Secretary.

BOARD OF DIRECTORS
OF THE
CHICAGO PUBLIC LIBRARY.

REGULAR MEETING.

CHICAGO, MONDAY, FEBRUARY, 8, 1904.

OFFICIAL RECORD.

There were present the President, Director Eckhart, in the chair and Directors Brosseau, Despres, Lindstrand, Egan, Cigrand and Fyffe.

Absent—Directors Bowers and Lowe.

MINUTES APPROVED.

On motion of Director Egan, the minutes of the regular meeting held January 25, 1904, were approved as recorded and printed, without being read.

COMMUNICATIONS.

A communication was received from Miss Harriett Snider, President of The Klio Association, notifying the Board that that Association had voted to put a bronze tablet on the Public Library building in commemoration of Fort Dearborn; that the Association wished to use this tablet as a background for a drinking fountain to be placed on the outside of the building and desired to know wheth-

er the Board would approve of the tablet and fountain and if so where they should be placed.

Referred to the Committee on Buildings and Grounds.

Communications were, also, received as follows:

From Miss Jessie L. Jones, a teacher in Lewis Institute, praying the Board to grant her a special teacher's card entitling her to draw six books at a time.

Director Egan moved that the request of Miss Jones be granted.

Carried.

From Roy St. Leger stating that a book H 3724k drawn upon his card January 22, 1904, had been burned in the fire in the Masonic Temple on January 23rd, and praying the Board to be relieved from payment for the same. The communication was accompanied by a letter from R. Friedlander & Co., the young man's employers, certifying to the same facts.

On motion of Director Brosseau, the petition was granted.

From D. Wink & Co., 971 106th street (South Deering), praying the Board to establish a delivery station in that vicinity.

Referred to the Committee on Delivery Stations.

From Charles A. Larson, clerk in the reference department, praying the Board to grant him compensation for four days' enforced absence from duty on account of an accident to one of his eyes.

Director Egan moved that the petition be granted.

Carried.

From Banner Keene, tendering his resignation as a page in the employ of the Board provided that certain charges which he specifies in writing are not sustained upon investigation.

On motion of Director Despres, the communication and charges were referred to the Committee on Administration.

COMMITTEE ON LIBRARY.

Director Brosseau, Chairman, presented the following lists of books agreed upon by the Committee and moved that they be ordered purchased.

Carried.

Yeas—Directors Brosseau, Despres, Lindstrand, Egan, Cigrand, Fyffe and the President—7.

Nays—None.

A list of current American books, comprising 80 volumes, estimated to cost \$125.00, and a list of English books, comprising 37 volumes, estimated to cost \$75.00.

Director Brosseau, also, presented a list of bills for continuations and

periodicals, amounting to \$43.99, and recommended that the bills be paid from the incidental fund.

On motion, the recommendation was concurred in.

He, also, presented the following list of miscellaneous bills, audited and approved:

A. C. McClurg & Co., books.....	\$ 224.47
The Boston Book Co., books.....	18.90
Ernst Wasmuth, books, Marks 168.30 (est.)	40.39
Em. Terquem, books, Frances 232.80 (est.)	46.56
Justitia Publishing Co., books....	17.25
G. E. Stechert, periodicals.....	998.89
P. Ringer & Hertzberg, binding..	26.15
Geo. E. Koehler, binding.....	66.33
Chicago Job Book Bindery, binding	116.20
Ward Brothers, binders.....	19.12
Peterson Linotype Co., composition, etc.	25.32
W. D. Messinger & Co., paper....	16.61
Bradner Smith & Co., manila paper	28.72
N. B. Barlow Printing Co., printing minutes, bulletin No. 64, etc.	83.00
Cameron, Amberg & Co., miscellaneous stationery	15.05
The Western Banknote & Engraving Co., letterheads.....	23.00
Geo. E. Cole & Co., miscellaneous stationery	17.20
Keen & DeLang, printing Directors' cards, etc.....	12.25
Safford Stamp Works, rubber stamps	5.08
W. B. Wickersham, Sec'y., cash expenditures for January, 1904..	203.06
	\$2,002.95

Director Brosseau moved that the bills be ordered paid.

Carried.

Yeas—Directors Brosseau, Despres, Lindstrand, Egan, Cigrand, Fyffe and the President—7.

Nays—None.

He, also, presented the report of the Librarian for January, 1904, and

moved that it be printed and filed.

The motion prevailed.

COMMITTEE ON DELIVERY STATIONS.

Director Despres, Chairman, presented the following bills, audited and approved:

Isaac Shillington, boarding horses..	\$186.80
Agnew Brothers, boarding horses...	15.49
Auburn Livery and Express Co., boarding horses	19.00
W. R. Burdick, boarding horse....	20.00
J. Harrington, shoeing horses.....	40.50
J. A. Bovett, Veterinarian, veteri- nary services	16.50
Chas. E. Cable, harness, etc.....	8.50
Henry Landgraf, putting up delivery station signs	12.50
J. H. McNamara, fibre telescopes...	10.50

\$329.79

Director Despres moved that the bills be ordered paid.

Carried.

Yeas—Directors Brosseau, Despres, Lindstrand, Egan, Cigrand, Fyffe and the President—7.

Nays—None.

COMMITTEE ON BUILDINGS AND GROUNDS.

Director Egan, Chairman, presented the following bills, audited and approved:

Ernst Stock, rent North Av. read- ing room	\$ 55.00
Frederick Herhold, rent, etc., Milwaukee Av. reading room...	60.00
Chas. G. Haddock, rent, W. Mad- ison St. reading room.....	60.00
Geo. R. Nichols, rent, etc., Blue Island Av. reading room.....	60.00
Maurice Dunne, rent, etc., State St. reading room.....	62.50
Ogen Gas Co., gas.....	7.20
The Peoples Gas Light & Coke Co., gas	11.80
Morris W. Hartwell, coal.....	1,786.96
The Illinois Warehouse & Storage Co., removing furniture, etc....	29.75
Welsbach Co., mantles, etc.....	11.55

Kling's Model Laundry Co., laun- dering towels	53.25
City Collector, City of Chicago, 3 street car books.....	6.45
The International Audit Co., au- diting books and accounts.....	25.00
Wisconsin Lakes Ice Co., ice.....	17.08
Chicago Telephone Co., telephone service (3 mos.).....	87.50
Sprague, Warner & Co., gold dust	9.00
Buliard & Gormley Co., miscel- laneous hardware	21.10
Bartell Bros., oil.....	13.50
Gallagher & Speck, repairing ele- vators	53.52
D. J. Gallagher Mfg. Co., waste, etc.	12.96
The James H. Rice Co., shellac, etc.	11.90
Illinois Electric Co., switches, etc.	69.39
LeValley-Vitae Carbon Brush Co., carbon brushes	41.86
W. H. Salisbury & Co., rubber chair tips	4.88
Marshall Field & Co., dusters and baskets	8.40
James S. Kirk & Co., Ikelene (soft soap)	36.36
Peter VanSchaack & Sons, sponges	58.93
Morrison, Plummer & Co., castor oil	39.80
The Fair, palls, can and gong....	15.83
Wm. E. Rollo & Co., Agts., in- surance on bldg. and contents of T. B. Blackstone Memorial Branch Library	423.60
Traders Insurance Co., insurance on books at Flucke's bindery...	28.40
D. O. Urch, Agt., installation of Non Pasteur filter, complete....	78.00
Acme Flexible Clasp Co., steel mat	6.00
F. Herhold & Sons, chair legs...	7.20
Harry C. Knisely Co., repairing domes and prismatic lights.....	160.42
W. B. Wickersham, Sec'y., cash expenditures for January, 1904..	31.35

\$3,486.44

Director Egan moved that the bills be ordered paid.

Carried.

Yeas—Directors Brosseau, Despres, Lindstrand, Egan, Cigrand, Fyffe and

the President—7.

Nays—None.

REPORTS OF OFFICERS.

The Librarian reported that on January 29th ult. one George P. Floyd took from the reference room a book, K 3076, vol. 2, which he did not return; that Officer McHugh, who was on duty, arrested Floyd and he was

fined \$50.00.

Director Egan moved that Mr. Floyd be debarred from the privileges of the Library.

Carried.

On motion of Director Lindstrand, the Board adjourned.

W. B. WICKERSHAM,

Secretary.

REPORT OF LIBRARIAN FOR JANUARY, 1904.

CIRCULATION OF BOOKS.

The number of books taken from the Library for home use during the month of January was 106,483, against 104,489 for the corresponding month of the previous year. The circulating department was open on 24 week days. The daily average week day circulation was 4,437.

REFERENCE ROOM.

	1904.	1903.
Number of recorded visitors.....	12,067	9,387
Books issued from stacks.....	34,396	26,208

No record was kept of the number of visitors who consulted the books on the open shelves.

ROOM FOR ART BOOKS.

Visitors, 981. Books consulted, 3,155

PATENTS AND PUBLIC DOCUMENTS.

	1904.	1903.
Number of visitors.....	1,873	1,991
Volumes consulted.....	8,643	9,311

BOUND NEWSPAPERS AND BOOKS FOR THE BLIND.

Visitors, 219. Bound newspapers consulted, 346. Books for the blind circulated, 83.

READING ROOM.

Periodicals issued at counter, 12,715. No record kept of use of periodicals and newspapers on open stands and racks. Mean attendance per hour, 258. Average maximum attendance per hour, 381.

BRANCH READING ROOMS.

	No. 1.	No. 2.	No. 3.	No. 4.*	No. 5.	No. 6.
Number of visitors.....	2,625	2,699	2,524		2,854	6,378
Periodicals issued.....	1,550	2,476	2,335		3,445	4,313
Books issued.	1,268	1,214	927		961	2,739
Average Sunday visitors.	60	89	57		66	184
Women visitors.....	37	303	223		164	524

*Branch Reading Room No. 4 was discontinued December 31. 1903.

BLACKSTONE MEMORIAL BRANCH LIBRARY.

On January 4, 1904, the Blackstone Memorial Branch Library was opened to the public. Mean attendance per hour in January, 15. Average maximum attendance per hour, 36. No record kept of use of books and periodicals, which are on open shelves and racks.

DELIVERY STATIONS.

The number of books issued from 68 delivery stations was 58,960 against 53,734, from 68 stations for the same month of the preceding year.

REGISTRATION.

The number of cards issued on new registrations and re-registrations was 3,859, of which 2,263 were issued to males and 1,591 to females. The registration of January, 1903, was 3,434. The number of two-year cards outstanding is 61,635.

BINDING DEPARTMENT.

Number of books at binderies January 1, 1904.....	1,789
Number of books sent to binderies in January.....	2,080
Total number of books at binderies in January..	3,869
Number of books received from binderies in January....	404
Number of books at binderies January 31, 1904.....	3,465
Number of books repaired in Library in January.....	4,333

GROWTH OF THE LIBRARY.

The total number of volumes in the Library January 31, 1904, was 288,146. Received since June 1, 1903, 6,897; since January 1, 1904, 372. Books worn out and condemned since June 1, 1903, 3,603; since January 1, 1904, 875. Books lost and paid for since June 1, 1903, 295; since January 1, 1904, 43. Books found and money refunded since June 1, 1903, 60; since January 1, 1904, 10.

FRED'K H. HILD, Librarian.

Chicago, Feb. 8, 1904.

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BOARD OF DIRECTORS OF THE CHICAGO PUBLIC LIBRARY.

REGULAR MEETING.

CHICAGO, MONDAY, FEBRUARY, 22, 1904.

OFFICIAL RECORD.

This meeting occurring on Washington's birthday—a legal holiday—by mutual agreement no meeting was held.

W. B. WICKERSHAM,
Secretary.

REGULAR MEETING.

CHICAGO, MONDAY, MARCH 14, 1904.

OFFICIAL RECORD.

There were present the President, Director Eckhart in the chair and Directors Bowers, Brosseau, Lowe, Despres, Lindstrand, Egan, Cigrand and Fyffe.

Absent—None.

MINUTES APPROVED.

Director Bowers moved that the minutes of the regular meeting held February 8, 1904, be approved as recorded and printed, without being read.

Carried.

COMMUNICATIONS.

Communications were received as follows:

From the President of the University of Chicago in behalf of its Trustees and Faculties requesting the Library Board to be represented by a delegate at the Fiftieth Convocation of that institution to be held March 18th to 22nd, 1904.

Director Brosseau moved that the communication be received and be suitably acknowledged, and be referred to the President, with power to act.

Carried.

From George A. Erhart, on behalf of the Normal Park and Eggleston Improvement Association, and the South Park Commissioners, offering to provide space for a branch reading room, or a delivery station of the Public Library in a granite building to be erected by the South Park Commissioners in a new park to be opened by them between Seventy-second and Seventy-fourth streets and the Chicago, Rock Island & Pacific and the Chicago & Western Indiana railroads.

Referred to the Committee on Delivery Stations.

From Henry A. Wilder, attorney, notifying the Board that unless \$20.50 claimed by Michael J. Linehan be paid to him, suit for that amount will be commenced against the Board.

Referred to the Committee on Administration.

From H. A. Gould, suggesting that the Library Board prepare a circular describing the work of the Public Library and explaining the methods by which the public may obtain use of the books, especially with a view of interesting employes of large manufacturing and mercantile houses, and distribute such circulars among that class of houses.

Director Bowers moved that the communication be referred to the Committee on Delivery Stations.

Carried.

From Charles A. Werner, notifying the Board of his inability to collect money owing to him by A. L. Harris, an elevator operator in the employ of the Board.

Referred to the Committee on Administration.

From Wm. Halley, praying the Board to remit a fine of \$1.20 imposed by the rules of the Library for retaining a book longer than the time allowed.

Director Fyffe moved that the communication be placed on file.

Carried.

From P. B. Tinan, keeper of delivery station No. 25 South, notifying the Board of the sale of his store to Miss Edna M. Dixey, and recommending Miss Dixey as a suitable person to have charge of the delivery station.

Referred to the Committee on De-

livery Stations.

From Miss Edna M. Dixey, praying the Board to leave station No. 25 South under her care at its present location.

Referred to the Committee on Delivery Stations.

From citizens in the vicinity of 4278 Milwaukee avenue (Jefferson Park), praying the Board to establish a delivery station at that number, under the care of E. M. Hirsch.

Referred to the Committee on Delivery Stations.

From citizens in the vicinity of Milwaukee avenue, North avenue and Robey street, praying the Board to re-establish a branch reading room in that locality.

Director Cigrand moved that the petition be referred to the joint Committees on Buildings and Grounds and Delivery Stations, with power to act.

Carried.

From Wm. H. Moore, page, tendering his resignation as an employe of the Board.

Director Bowers moved that the resignation of Mr. Moore be accepted.

Carried.

From Miss Minnie E. Wills, stenographer, praying the Board to grant her compensation for seven days enforced absence from duty on account of illness, submitting therewith a physician's certificate, and from Miss Margaret Kearney, clerk, praying the Board to grant her compensation for twenty-three days lost through illness in the month of January, 1904, and submitting therewith a physician's certificate.

Director Bowers moved that the petitions of Misses Wills and Kearney be granted.

Carried.

Yeas—Directors Bowers, Brosseau, Lowe, Despres, Lindstrand, Egan, Cigrand, Fyffe, and the President—9.

Nays—None.

From George S. King, clerk, praying the Board to permit him to take one week of his vacation from April 4 to April 11, 1904.

Referred to the Committee on Administration.

From M. D. Sellin, page, praying the Board to grant him a leave of absence from March 1 to May 1, 1904, or from May 1 to July 1, 1904, in order to enable him to take a course of treatment for stammering.

Referred to the Committee on Administration.

COMMITTEE ON LIBRARY.

Director Brosseau, Chairman, presented the following lists of books agreed upon by the Committee:

Lists of current American books, comprising 133 volumes, estimated to cost \$218, and lists of current English books, comprising 49 volumes, estimated to cost \$100.

Director Brosseau moved that the books be ordered purchased.

Carried.

Yeas—Directors Bowers, Brosseau, Lowe, Despres, Lindstrand, Egan, Cigrand, Fyffe, and the President—9.

Nays—None.

Also, lists of books in foreign languages as follows:

German, comprising 475 volumes, estimated to cost \$500.

French, comprising 260 volumes, estimated to cost \$275.

Swedish, comprising 600 volumes, estimated to cost \$250.

Italian, comprising 18 volumes, esti-

mated to cost \$40.

Danish and Norwegian, comprising 450 volumes, estimated to cost \$250.

Director Lindstrand moved that the books in foreign languages be ordered purchased.

Carried.

Yeas—Directors Bowers, Brosseau, Lowe, Despres, Lindstrand, Egan, Cigrand, Fyffe, and the President—9.

Nays—None.

Also, a list of Regimental Histories of the late Civil War from F. P. Harper's catalog, estimated to cost \$250.

Director Cigrand moved that the books be ordered purchased.

Carried.

Yeas—Directors Bowers, Brosseau, Lowe, Despres, Lindstrand, Egan, Cigrand, Fyffe, and the President—9.

Nays—None.

Also, a list of books comprising "Montaigne's Essays," three volumes, estimated to cost \$90; "History of the Japanese Theater," four volumes, estimated to cost \$20; "Japanese Landscape Gardening," six volumes, estimated to cost \$20, to be paid for from the interest on the Wm. H. Ryder fund.

Director Bowers moved that the books be ordered purchased.

Carried.

Yeas—Directors Bowers, Brosseau, Lowe, Despres, Lindstrand, Egan, Cigrand, Fyffe, and the President—9.

Nays—None.

Also, a list of bills for special books, continuations and periodicals, amounting to \$105.49, and recommended that the bills be paid from the incidental fund.

Director Brosseau moved that the recommendation be concurred in.

Carried.

Yeas—Directors Bowers, Brosseau, Lowe, Despres, Lindstrand, Egan, Cigrand, Fyffe, and the President—9.

Nays—None.

The Committee, also, recommended that \$5,000 be expended in replacing books worn-out and withdrawn from circulation.

Director Cigrand moved that the recommendation be concurred in.

Carried.

Yeas—Directors Bowers, Brosseau, Lowe, Despres, Lindstrand, Egan, Cigrand, Fyffe, and the President—9.

Nays—None.

Also, that the Librarian's report for February, 1904, be received and be filed and printed.

The recommendation was concurred in.

Also, that the following bills, audited and approved, be ordered paid:

Carried.

Yeas—Directors Bowers, Brosseau, Lowe, Lindstrand, Egan, Cigrand, Fyffe and the President—8.

Nays—None.

Director Despres was temporarily absent from the room during the foregoing roll call.

A. C. McClurg & Co., books.....	\$184.11
Joseph Flucke, binding	649.59
Geo. E. Kochler, binding	123.30
John Schonenberger & Son, binding	130.60
The Barrett Bindery Co., Emerson binders	336.14
The Arabol Mfg. Co., glue.....	11.28
Gane Bros. & Co., binder's cover paper	21.00
N. B. Barlow Printing Co., printing finding lists, etc.....	119.65
Bradner Smith & Co., miscellaneous paper	295.44
Cameron, Amberg & Co., printing and blocking paper	64.25

Regan Printing House, printing misc. slips	63.00
Geo. E. Cole & Co., stamp pads and ink	5.25
Edwards & Hancock, carbon paper	15.00
Sewell-Clapp Mfg. Co., envelopes	6.27
Central Printing & Engraving Co., printing	7.50
W. B. Wickersham, Sec'y, cash expenditures for February, 1904....	101.20

\$2,133.58

COMMITTEE ON ADMINISTRATION.

Director Bowers, Chairman, presented the following report:

To the President and Board of Directors, Chicago Public Library:

GENTLEMEN:—Your Committee on Administration begs leave to make the following recommendations in regard to matters under its supervision:

1. That the resignation of Banner Keene, a page, be accepted, and that his communication preferring charges against the Librarian and one of the library assistants, be placed on file, your Committee deeming said charges to be groundless.

2. That a requisition be made upon the Civil Service Commission for one page to fill the position left vacant by Benjamin Iscovitz, who failed to report for duty after February 13, 1904.

3. That Fred F. Rex, formerly superintendent of the West Madison Street Reading Room, be transferred to the main Library with the rank of clerk (second grade), at a salary of \$800 per annum, from date of February 1, 1904, said transfer being in accordance with the rules of the Civil Service Commission.

4. That George P. Thompson, a page in the main Library, be transferred temporarily to the Blackstone Memorial Branch Library, at a salary of \$750 per annum, to date from February 1, 1904.

5. That James H. Biddle, formerly holding a position as clerk in the Hyde Park Reading Room, be reinstated in the Library service and assigned to duty in the main Library at a salary

of \$400 per annum, said reinstatement being by order of the Civil Service Commission.

6. That the action of the Librarian in suspending Samuel I. Alston, an elevator operator, on account of withholding Library books from circulation, be approved, and that the Civil Service Commission be requested to permanently separate said Alston from the Library service.

All of which is respectfully submitted.

J. F. BOWERS,
SAMUEL DESPRES,
B. J. CIGRAND,

Committee on Administration.

Chicago, March 14, 1904.

Director Despres moved that the report be adopted and that the recommendations contained therein be concurred in.

Carried.

COMMITTEE ON DELIVERY STATIONS.

Director Despres, Chairman, presented and read the following report: *To the President and Board of Directors, Chicago Public Library:*

GENTLEMEN:—Your Committee on Delivery Stations begs leave to report that it has considered sundry matters referred to it by the Board, and other suggestions looking to the good of the service and would recommend as follows:

1. That the following delivery stations be closed on account of poor circulation:

Station No. 5 North, located at Clybourn avenue, near Fullerton avenue.

Station No. 23 South, located at 8906 Cottage Grove avenue.

2. That the following delivery stations be continued without pay until the circulation increases sufficiently to warrant placing them upon the pay roll:

Station No. 24 South, located at 1700 W. Sixty-third street.

Station No. 10 South, located at 552 W. Seventy-ninth street.

Station No. 20 South, located at 8670 Vincennes avenue.

3. That stations No. 7 North and No. 11 West be transferred as follows:

No. 7 North from 4795 N. Clark street (Rogers Park), now in charge of A. W. Schultz, to 4847 N. Clark street, and be placed in charge of Miss Nellie Henkley.

No. 11 West, located at 1168 Byron avenue (Irving Park), now in charge of Mrs. H. C. Gilliver, to a more centrally located store as soon as such can be found. The circulation at these stations does not justify closing them up and yet it is not entirely satisfactory. It is believed that the transfers recommended will accommodate the people as well and increase the circulation of books.

4. That a station be opened on trial for two months without pay at 415 Thirty-first street, under the care of C. O. Lundin.

5. That the following petitions and communications be placed on file:

Petition from Stefania Chmielski for a station at 687 W. Eighteenth street.

Petition from C. G. Bachelder for a station at 1075 E. Fifth-eighth street.

Petition from Mrs. Emma Fine for a station at 1070 E. Fifth-eighth street.

Petition from H. Minchin for a delivery station at 2250 Milwaukee Ave.

Communication from V. H. Nordenson relative to establishing a station at his store, 109 N. Fifty-second avenue (Austin).

Communication from Dr. B. Miller relative to establishing a station at 2967 Evanston avenue (Edgewater).

6. That the Secretary be authorized to have the usual form of delivery station sign erected at station No. 12 North, 1020 Argyle street, and at station 13 North, Wilson and Evanston avenues.

7. That the Secretary be authorized to provide 24 index boxes and cards for the same for the use of certain of the delivery stations in indexing names of book borrowers at an estimated cost of 35 cents each.

8. That the Secretary be authorized to provide Emerson binders for covers

for the mimeographed list of new books sent out to the stations so as to preserve them, at an estimated cost of 75 cents each.

All of which is respectfully submitted.

SAMUEL DESPRES,
J. F. BOWERS,
Z. P. BROUSSEAU,

Committee on Delivery Stations.

Chicago, March 14, 1904.

Director Bowers moved that the report be adopted and that the recommendations contained therein be concurred in.

Carried.

Director Despres called up the petition of citizens in the vicinity of Jefferson Park, filed Jan. 23, 1902, and presented a communication from Ewald Weber on the same subject, and moved that a delivery station be established at 4274 Milwaukee avenue, under the care of Mr. Weber, in accordance with the petition; said station to be on trial for three months without pay.

The motion prevailed.

Director Despres recommended that the question of the removal of delivery station No. 5 West from its present location, 367 Milwaukee avenue, to a location in the neighborhood of Milwaukee avenue and North avenue, be referred to the joint Committee on Buildings and Grounds and Delivery Stations with power to act.

Carried.

Director Despres presented the following bills, audited and approved, and moved that they be ordered paid.

Carried.

Yeas—Directors Bowers, Brosseau, Lowe, Despres, Lindstrand, Egan, Cigrand, Fyffe, and the President—9.

Nays—None.

Isaac Shillington, boarding horses..	\$126.00
Agnew Brothers, boarding horses..	40.00
W. R. Burdick, boarding horses, etc.	36.62
Auburn Livery & Express Co., board-	
ing horses	36.00
T. H. Agnew, dentistry for two	
horses	4.00
J. Harrington, shoeing horses.....	28.50
George S. Dixon, shoeing horses...	5.30
J. H. McNamara, repairing trunks.	34.50
John J. McGrath, station signs....	12.00

\$322.92

COMMITTEE ON BUILDINGS AND GROUNDS.

Director Egan, Chairman, presented and read the following report:

To the President and Board of Directors, Chicago Public Library:

GENTLEMEN:—Your Committee on Buildings and Grounds beg leave to report that on February 20th ult. the Secretary advertised for proposals for writing insurance on the Library building in an amount not less than \$500,000 or more than \$900,000 to replace \$500,000 expiring March 14, 1904, and, also, for bids for general liability insurance to replace similar insurance expiring on the same date.

In response to these advertisements some thirty-six bids for fire insurance and ten bids for liability insurance were received and opened at 5 o'clock p. m. on Wednesday, March 2nd inst.

The bids for placing fire insurance upon the building were practically the same and were as follows:

	Cost.		
	1 yr.	3 yrs.	5 yrs.
50 per cent co-insurance	.21	.42	.63
60 per cent co-insurance	.18	.36	.54
70 per cent co-insurance	.165	.33	.495
80 per cent co-insurance	.15	.30	.45

The bids for liability insurance ranged from \$420 to \$1,026.

After due consideration, your Committee, the President of the Board concurring, agreed to recommend that \$900,000 insurance be placed upon the building for a term of three years at a rate of 42c per hundred under the 50% co-insurance clause, which, placing the value of the building at \$1,800,000, will make the cost \$3,780.

Your Committee recommends that the proposal of Moore, Janes, Lyman & Herrick to write a general liability policy for one year from 12 o'clock noon, March 14, 1904, for \$370, and a teams policy for \$50, making a total of \$420, be accepted, said policies to be written in the Standard Life and Accident Insurance Co. of Detroit, Mich.

Your Committee would report that it had under consideration the communication from the President of the Klio Association asking permission to place on the outside wall of the Library building a bronze tablet commemorative of Fort Dearborn and to install in connection therewith a drinking fountain. Miss Snider, the President of the Klio Association, and Miss Bracken, her artist, were present and exhibited sketches of the proposed tablet. After thoroughly considering the matter and hearing a letter read from Chas. A. Coolidge, resident member of Shepley, Rutan & Coolidge, architects of the building, in which he says he "feels very strongly that the Library Board should not allow a drinking fountain to be placed on the

outside of the Library building," because "the building was not designed for any feature of this kind," your Committee would refer back to the Board the entire matter without recommendation.

Your Committee would recommend that the Secretary be authorized to order sundry shades, ground balls, etc., for the electric lighting fixtures at an estimated total cost of \$131.33. Some of these supplies will last for about two years, but not being kept in stock must be made to order and the glass company will not make less than one standard package. There is, however, quite a saving in the purchase of these goods in large quantities.

Your Committee begs, also, to lay before the Board a copy of the inventory of buildings, books, fixtures, etc., as prepared and forwarded to the City Comptroller for his annual report.

This inventory was made in the usual way, adding to last year's report all permanent additions and making a liberal allowance for depreciation.

INVENTORY—DECEMBER 31, 1903.

Books, 288,682 vols., estimated value.....	\$404,154.80	
Office and miscel. furniture and fixtures.....	11,450.00	
Horses, wagons, harness, etc.....	3,000.00	
		\$ 418,604.80

REAL ESTATE AND BUILDINGS.

Building, including mechanical and power plant, permanent fixtures, etc.....		1,985,655.00
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BLACKSTONE MEMORIAL BRANCH.

Real estate, lot 1, blk. 5, Hyde Park.....	\$ 20,000.00	
Building	240,000.00	260,000.00

	1903	1902.	Increase.	
Buildings	\$2,225,655.00	\$2,035,550.00	\$190,105.00	Decrease.
Real estate.....	20,000.00		20,000.00	
Equipment	418,604.80	407,304.60	11,300.20	
	\$2,664,259.80	\$2,442,854.60	\$221,405.20	

All of which is respectfully submitted.

DENNIS J. EGAN,
B. J. CIGRAND.

Chicago, Mar. 14, 1904.

Committee on Buildings and Grounds.

Director Despres moved that consideration of the recommendation in regard to placing fire insurance upon the Library building be postponed until the next regular meeting of the Board.

Lost.

Yeas—Directors Despres, Lindstrand, Fyffe, and the President—4.

Nays—Directors Bowers, Brosseau, Lowe, Egan and Cigrand—5.

After some discussion, Director Despres moved that consideration of the recommendation of the Committee relating to fire insurance be postponed for two weeks and that an amount of insurance not exceeding \$300,000 be placed upon the building until March 29th inst. at 12 o'clock, noon.

Carried.

Yeas—Directors Bowers, Brosseau, Lowe, Despres, Egan, Cigrand and Fyffe—7.

Nays—Director Lindstrand—1; the President not voting.

Director Egan moved that the recommendation of the Committee to accept the proposal of Moore, Janes, Lyman & Herrick to write a general liability policy and a teams policy for one year beginning at 12 o'clock, noon, March 14, 1904, for the sum of \$420 be accepted.

Carried.

Yeas—Directors Bowers, Brosseau, Lowe, Despres, Lindstrand, Egan, Cigrand, Fyffe and the President—9.

Nays—None.

Director Fyffe moved that that part of the report relating to the proposal of the Klio Association be referred back to the Committee with the request that it consider and report upon the feasibility and propriety of ac-

cepting the gift of the Klio Association as a tablet only.

Carried.

Director Despres was excused and withdrew from the room.

Director Brosseau moved that the recommendation of the Committee to authorize the purchase of sundry shades, ground balls, etc., for the electric lighting fixtures be concurred in.

Carried.

Yeas—Directors Bowers, Brosseau, Lowe, Lindstrand, Egan, Cigrand, Fyffe and the President—8.

Nays—None.

Director Egan moved that the inventory submitted by the Committee be approved and filed.

Carried.

Director Egan, on behalf of the Committee, recommended that the Committee on Buildings and Grounds be authorized to expend in grading, sodding, planting trees and other improvements around the Blackstone branch library building an amount estimated at \$100.

Carried.

Director Egan having called the attention of the Board to the approaching expiration of the leases of the branch reading rooms,

Director Cigrand moved that action on this question be postponed until next meeting.

Carried.

Director Egan, also, presented the following bills, audited and approved, and moved that they be ordered paid.

Carried.

Yeas—Directors Bowers, Brosseau, Lowe, Lindstrand, Egan, Cigrand, Fyffe and the President—8.

Nays—None.

Ernst Stock, rent, North Av. reading room	\$ 55.00	and ringers	27.50
Frederick Herhold rent, etc., Milwaukee Av. reading room.....	60.00	Bullard & Gormley Co., ladder and hardware	5.65
Chas. G. Haddock, rent, W. Madison St. reading room.....	60.00	James S. Kirk & Co., soft soap...	21.84
Geo. R. Nichols, rent, etc., Blue Island Av. reading room.....	60.00	Morrisson, Plummer & Co., ammonia and pumice stone.....	5.00
Maurice Dunne, rent, etc., State St. reading room	62.50	Fairbanks, Morse & Co., 4 trucks, Traders' Insurance Co., insurance on horses, wagons, etc.....	80.00
The Peoples Gas Light & Coke Co., gas	26.60	Albert Wilson, furnishing and setting 47 prismatic lights.....	38.72
Ogden Gas Co., gas.....	6.30	W. B. Wickersham, Sec'y, cash expenditures for Feb., 1904....	9.40
Welsbach Co., mantles and tapers	5.10		
Morris W. Hartwell, coal.....	1,067.95		\$2,418.98
Commonwealth Electric Co., lighting of Blackstone Library.....	214.27		
Chicago Telephone Co., telephone service at Blackstone Library..	18.75		
L. H. Prentice Co., repairing heating plant at Blackstone Library	20.72		
City Collector, City of Chicago, street car books.....	6.45		
Chicago Journal, advertising.....	5.78		
Albany Perforated Wrapping Paper Co., toilet paper.....	30.00		
Henry C. Todd & Co., toilet paper	46.20		
Carson, Pirie, Scott & Co., towel- ing	118.80		
Wisconsin Lakes Ice Co., ice.....	10.32		
King's Model Laundry Co., laundering towels	28.64		
Sprague, Warner & Co., Ivory soap	10.75		
Thomas & Smith, repairing blow-off pipe	42.68		
McMaster-Davis Supply Co., engineer's supplies	6.03		
D. J. Gallagher Mfg. Co., white waste	9.18		
G. Bossenga, removing ashes.....	36.00		
Samuel Harris & Co., files, star blades, gauge, etc.....	24.42		
John Mohr & Sons, tube hole plates with bolts for boiler.....	31.25		
Bartell Bros., gasoline.....	12.00		
Dearborn Drug & Chemical Works, oil	34.02		
Central Electric Co., electric stove tops, etc	9.30		
Illinois Electric Co., Hart snap switches	51.00		
Riddiford Bros., 2 doz. brooms...	8.00		
Wm. Dilley, 2 doz. flat dusters			

COMMITTEE ON FINANCE.

Director Lowe, Chairman, presented the following communication from the City Comptroller accompanied by a statement of the Public Library Fund, submitted to him by the Secretary for approval, and recommended that the communication and statement be printed and filed.

Concurred in.

"CITY OF CHICAGO,

"DEPARTMENT OF FINANCE.

"CHICAGO, March 14, 1904.

"William B. Wickersham, Esq., Sec'y,
Chicago Public Library, Chicago.

"DEAR SIR:—In reply to your favor of the 10th inst. enclosing statement of Public Library fund for the year 1903, showing available balance of December 31, 1903, \$118,349.19, I would say that statement which is returned, as you request, is correct and in accord with the Comptroller's books.

"Very respectfully,

"L. E. McGANN, Comptroller."

THE PUBLIC LIBRARY FUND.

Receipts and Expenditures for the Year ended Dec. 31, 1903.

DR.

Balance Jan. 1, 1903:	{	net balance	\$ 67,036.08	
	{	delinquent taxes, 1901.....	3,506.48	\$ 70,542.56

Tax levy 1903:

Appropriation by City Council.....	\$450,000.00		
Reduction to 1 mill limit.....	\$ 38,575.71		
Reduction under "Juul Law," 33%.....	135,770.02	174,345.73	\$275,654.27

March 14.]

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[1904.

Gain in extending taxes, 1902.....	2,535.08
Taxes of 1900 and prior collected	77.49
Miscellaneous receipts	8,033.49
Interest accrued before sale of tax warrants.....	515.86

\$357,358.75

CR.

Salaries, main Library	\$103,239.54	
Salaries, branch reading rooms	5,740.94	
Salaries, delivery stations	10,495.35	
Delivery stations, miscellaneous	4,177.94	
Branch reading rooms, miscellaneous	4,726.21	
Books	11,774.67	
Binding	9,624.55	
Finding lists	765.18	
Printing and stationery	2,226.74	
Newspapers and periodicals	4,639.18	
Miscellaneous	1,797.68	
Fuel	6,909.94	
Heating and generating plant	824.73	
Electric supplies and repairs	1,103.68	
Elevator supplies and repairs	212.21	
Janitors' expense	455.75	
Furniture and fixtures	248.96	
Insurance	3,957.00	
Freight and expressage	157.73	
Postage	535.00	
Books lost and paid for—refunds	109.40	
Repairs, alterations, etc.....	2,481.67	
Total expense	176,204.05	
Cost of collection and extension of taxes.....	15,827.13	
Interest on tax warrants of 1902.....	9,597.19	
Commission on delinquent taxes, 1901 and prior.....	6.70	201,635.07

\$155,723.63

Less:

Reserve for accrued interest, 1903.....	\$ 4,028.93	
Reserve for cost of collection and extension.....	21,750.00	
Reserve for delinquent taxes, 1902 and prior.....	11,595.56	37,374.49

Net available balance December 31, 1903..... \$118,349.19

[Endorsed] Correct.

M. M. FOOTE,

General Accountant.

NEW BUSINESS.

The Librarian having stated that none of the female employés of the	second grade had registered for the promotional examination for the position of Librarian-in-charge of the
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Blackstone memorial branch library,

Director Fyffe moved that the Secretary be directed to inform the Civil Service Commission that it is the sense of this Board that a promotional examination be held for the position of Librarian-in-charge of the Blackstone memorial branch library, and that, if permissible, said examination

be thrown open to the employes of the Library of the first and second grades.

Carried unanimously.

On motion of Director Bowers, the Board adjourned.

W. B. WICKERSHAM,

Secretary.

REPORT OF LIBRARIAN FOR FEBRUARY, 1904.

CIRCULATION OF BOOKS.

The number of books taken from the Library for home use during the month of February was 111,974, against 93,745 for the corresponding month of the previous year. The circulating department was open on 23 week days. The daily average week day circulation was 4,868.

REFERENCE ROOM.

	1904.	1903.
Number of recorded visitors.....	12,140	7,862
Books issued from stacks.....	32,663	21,722

No record was kept of the number of visitors who consulted the books on the open shelves.

ROOM FOR ART BOOKS.

Visitors, 1,013. Books consulted, 3,260

PATENTS AND PUBLIC DOCUMENTS.

	1904.	1903.
Number of visitors.....	1,879	1,753
Volumes consulted.....	8,763	8,203

BOUND NEWSPAPERS AND BOOKS FOR THE BLIND.

Visitors, 252. Bound newspapers consulted, 321. Books for the blind circulated, 78.

READING ROOM.

Periodicals issued at counter, 12,318. No record kept of use of periodicals and newspapers on open stands and racks. Mean attendance per hour, 282. Average maximum attendance per hour, 389.

March 14,]

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[1904.

BRANCH READING ROOMS.

	No. 1.	No. 2.	No. 3.	No. 5.	No. 6.
Number of visitors.....	2,670	3,369	2,509	2,716	5,537
Periodicals issued.	1,538	2,629	2,279	3,294	3,491
Books issued.	1,339	1,671	1,082	944	2,046
Average Sunday visitors	56	131	66	66	198
Women visitors.....	48	382	240	167	464

BLACKSTONE MEMORIAL BRANCH LIBRARY.

Mean attendance per hour 19. Average maximum attendance per hour, 40.

No record kept of use of books and periodicals, which are on open shelves and racks.

DELIVERY STATIONS.

The number of books issued from 68 delivery stations was 63,387 against 47,629 from 68 stations for the same month of the preceding year.

REGISTRATION.

The number of cards issued on new registrations and re-registrations was 3,972 of which 2,366 were issued to males and 1,606 to females. The registration of February, 1903, was 3,126. The number of two-year cards outstanding is 62,574.

BINDING DEPARTMENT.

Number of books at binderies February 1, 1904.....	3,465
Number of books sent to binderies in February.....	2,543
Total number of books at binderies in February.	6,008
Number of books received from binderies in February... ..	2,375
Number of books at binderies February 29, 1904.....	3,633
Number of books repaired in Library in February.....	4,941

GROWTH OF THE LIBRARY.

The total number of volumes in the Library February 29, 1904, was 288,001. Received since June 1, 1903, 7,389; since February 1, 1904, 492. Books worn out and condemned since June 1, 4,206; since February 1, 603. Books lost and paid for since June 1, 333; since February 1, 38. Books found and money refunded since June 1, 64; since February 1, 4.

FRED'K H. HILD, *Librarian.*

Chicago, Mar. 14, 1904.

BOARD OF DIRECTORS OF THE CHICAGO PUBLIC LIBRARY.

REGULAR MEETING.

CHICAGO, MONDAY, MARCH 28, 1904.

OFFICIAL RECORD.

There were present the President, Director Eckhart in the chair and Directors Bowers, Lowe, Despres, Lindstrand, Egan, Cigrand and Fyffe.

Absent—Director Brosseau.

MINUTES APPROVED.

On motion of Director Bowers, the minutes of the regular meeting of February 22, 1904, and of the regular meeting held March 14, 1904, were approved as recorded and printed, without being read.

COMMUNICATIONS.

Communications were received as follows:

From Henry G. Foreman, Esq., President of the Board of Commissioners of Cook County, requesting the Board to establish a branch of the Public Library at Dunning for the use and benefit of the employes of the County institutions at that place.

Referred to the Committee on Delivery Stations.

From Geo. F. Hodkinson, submitting a proposal for the installation of the Kenney vacuum sweeping system in the Library building.

Referred to the Committee on Buildings and Grounds.

From T. J. Corcoran, Sec'y, of the Civil Service Commission, as follows:

"Civil Service Commission,

"Chicago,

"March 28, 1904.

"MR. W. B. WICKERSHAM,

"Secretary Chicago Public Library.

"Dear Sir:—Replying to yours of the 17th inst. permit me to quote below a record of the minutes of the Civil Service Commission, under date of March 21st:

"It was ordered that the original entrance examination which was to have taken place on May 5th for Librarian-in-charge of branch library be cancelled, and that a promotion examination to fill this position be held on said date of May 5th. It was further ordered that those eligible to take this examination are all superintendents, clerks and cataloguers who have been employed in the Library as such

in the 1st or 2nd grade for one year.'"

"By order of the Commission.

"T. J. CORCORAN,
"Secretary."

Referred to the Committee on Administration.

From the Knox Auto Company, relative to delivery cars for the delivery station service.

Referred to the Committee on Delivery Stations.

From the Cadillac Automobile Company of Illinois, relative to furnishing automobiles for the delivery station service.

Referred to the Committee on Delivery Stations.

From Banner Keene, demanding certain money which he claims has been wrongfully withheld from him by the Board.

Referred to the Committee on Administration.

From Lillian E. Jones, keeper of delivery station No. 3, North, notifying the Board of the sale of her store, 477 Lincoln avenue, to Miss Ida Flosky, and recommending Miss Flosky as a suitable person to retain possession of the delivery station.

From Miss Ida Flosky, praying the Board to allow delivery station No. 3, North, to remain in its present location, 477 Lincoln avenue, under her care.

Both communications were referred to the Committee on Delivery Stations.

From C. F. Crosbie, keeper of delivery station No. 29, West, notifying the Board of the sale of his store to Mrs. C. A. McDonald and recommending Mrs. McDonald as a suitable person to retain the care of said station.

From Mrs. C. A. McDonald, praying the Board to allow station No. 29,

West, to remain in its present location under her care.

Both communications were referred to the Committee on Delivery Stations.

From Theodore Peters, 142 E. Seventy-fifth street (Windsor Park), praying the Board to establish a delivery station at his store.

Referred to the Committee on Delivery Stations.

From N. S. Purviance, janitor, praying the Board to grant him compensation for seven days lost on account of illness in the month of March, 1904, and submitting therewith, a physician's certificate.

Referred to the Committee on Administration.

From John Clarke, coal passer, praying the Board to pay him for one day lost on account of an injury received while in the discharge of his duty.

Referred to the Committee on Administration.

From Ottilie Goldberger, clerk, praying the Board to grant her a leave of absence until the 15th of May next on account of the serious illness of her mother.

Director Bowers moved that the petition of Miss Goldberger be granted. Carried.

From Miss Lucy E. Brown, clerk, praying the Board to grant her a leave of absence for two months in order that she may recover from an operation for appendicitis. The communication is accompanied by a physician's certificate certifying to Miss Brown's condition and need of rest, and, also, by a favorable recommendation from the superintendent of the circulating department.

Referred to the Committee on Administration.

COMMITTEE ON LIBRARY.

Director Lindstrand, for the Committee, presented the following lists of books agreed upon:

A list of current American books, comprising 21 volumes, estimated to cost \$26; a list of English books, comprising 5 volumes, estimated to cost \$14; a list of miscellaneous Americana, comprising 21 volumes, estimated to cost \$64.

Director Lindstrand moved that the books recommended, be ordered purchased.

Carried.

Director Lindstrand, also, presented a schedule of bills for subscriptions and special books, amounting to \$11, and moved that the bills be paid from the incidental fund.

Carried.

COMMITTEE ON ADMINISTRATION.

Director Bowers, Chairman, reported back the following communications:

From Geo. S. King, clerk, praying the Board to grant him one week vacation from April 4th to April 11th next, with the recommendation that the petition be granted.

From M. D. Seilin, page, praying the Board to grant him a leave of absence from March 1st to May 1st, 1904, in order to enable him to take a course of treatment for stammering, with the recommendation that the petition be granted.

From Chas. A. Werner, complaining of his inability to collect money from a Library employé, with the recommendation that the communication be filed.

From Henry A. Wilder, making a claim of \$20.50 on behalf of Michael

J. Linchan, with the recommendation that the communication be filed.

Director Despres moved that the recommendations of the Committee be concurred in.

Carried.

COMMITTEE ON DELIVERY STATIONS.

Director Despres, Chairman, on behalf of the Committee submitted the following recommendations:

Recommended:

1. That Miss Edna M. Dixey be appointed keeper of delivery station No. 25, South (Fullman), in place of P. B. Tinan, resigned, Miss Dixey having purchased from Mr. Tinan the store in which the station is kept.

2. That the proposition of Wayman & Murphy to repaint a Library delivery wagon, and reletter and replace the Library insignia upon both sides of the same in gold for \$27.70; and to revarnish with two coats, and rub down a new wagon now to be taken out of storage for \$10, be accepted.

3. That the petition of citizens in the vicinity of 4278 Milwaukee avenue for the establishment of a delivery station at that number be filed.

Respectfully submitted,

SAMUEL DESPRES,

J. F. BOWERS,

Committee on Delivery Stations.

Chicago, Mar. 28, 1904.

COMMITTEE ON BUILDINGS AND GROUNDS.

Director Egan, Chairman, presented and read the following report:

*To the President and Board of Directors,
Chicago Public Library:*

Gentlemen:—Your Committee on Buildings and Grounds having considered sundry matters under its jurisdiction begs leave to state:

1. That the copper heads of the down-spouts leading from a number of the openings on the roof and around the domes of the building have become loosened so as to permit the water to leak through and follow

down the outside of the down-spouts, rusting them. These down-spouts are located in the ventilating shafts and water finally reaches the inside of the galvanized iron ventilating ducts, where it lies and rusts out the iron.

Your Committee recommends that estimates be obtained for repairing these down-spout heads in a substantial manner.

2. Your Committee recommends that the Secretary be authorized to purchase two automatic one-pint cylinder oil pumps, to be used in connection with the feed-water pumps in the boiler room, at a cost of \$10 each.

3. Your Committee is informed by the Librarian that, the galvanized housings around the 14 large ventilating fans in the basement are beginning to rust and need a good coat of paint inside and out.

Your Committee recommends that the Secretary be authorized to purchase sufficient paint for this purpose and that the work be done.

4. Your Committee recommends that the Secretary be authorized to purchase two sanitary lounges for the girls' lunch room and one for the boys' lunch room at a cost not to exceed \$40.

All of which is respectfully submitted.

DENNIS J. EGAN,
F. A. LINDSTRAND,
B. J. CIGRAND,

Committee on Buildings and Grounds.
Chicago, Mar. 28, 1904.

Director Egan moved that the report be adopted and that the recommendations contained therein be concurred in.

Director Bowers moved to amend the report by striking out the fourth recommendation.

Lost.

Director Cigrand moved to amend the report by striking out \$40 from the fourth recommendation and substituting therefor \$25.

Lost.

The question recurring upon the original motion of Director Egan it prevailed.

Director Egan called up the question of placing fire insurance upon the building and moved that it be taken from the hands of the Committee and be acted upon in open Board.

Carried.

Director Despres moved that no insurance be placed upon the building.

Lost.

Yeas—Directors Lowe, Despres, Lindstrand and the President—4.

Nays—Directors Bowers, Egan, Cigrand and Fyffe—4.

Director Egan moved to place insurance amounting to \$900,000 upon the Library building.

Lost.

Yeas—Directors Bowers, Egan and Cigrand—3.

Nays—Directors Lowe, Despres, Lindstrand, Fyffe and the President—5.

Director Fyffe moved that the Board place \$300,000 insurance on the building.

Carried.

Yeas—Directors Bowers, Lowe, Despres, Lindstrand, Egan, Cigrand, Fyffe and the President—8.

Nays—None.

Director Bowers moved that all bids heretofore received for placing insurance on the Library building be rejected.

Carried.

Yeas—Directors Bowers, Lowe, Despres, Lindstrand, Egan, Cigrand, Fyffe and the President—8.

Nays—None.

Director Bowers moved that the \$300,000 insurance now temporarily

carried on the Library building be continued until April 12, 1904, at 12 o'clock, noon.

Carried.

Yeas—Directors Bowers, Lowe, Despres, Lindstrand, Egan, Cigrand and Fyffe—7.

Nays—The President—1.

Director Egan moved that the Secretary be instructed to advertise for bids for placing \$300,000 insurance on the Library building for a term of three years and that said bids are to be made on a basis of fifty, sixty, seventy and eighty per cent. co-insurance.

Carried.

SPECIAL COMMITTEES.

Director Egan for the joint Committees on Buildings and Grounds and Delivery Stations, to whom was referred at last meeting of the Board the question of the removal of the reading room and delivery station, located at 367 Milwaukee avenue, presented the following report:

To the President and Board of Directors, Chicago Public Library:

Gentlemen:—Your Committees on Buildings and Grounds and Delivery Stations, to whom was referred at last meeting of the Board with power to act the question of the moving of branch reading room No. 1, and delivery station, No. 5 West, connected therewith, from 367 Milwaukee avenue to some location near North avenue and Milwaukee avenue, beg leave to report that the proposal of Wm. F. Haussen to lease his store at 1202 Milwaukee avenue to the Board for \$65 per month, including steam heat, has been accepted, to take effect May 1st next; the room to be fitted up under the directions and to the satisfaction of the Committee on Buildings and Grounds.

All of which is respectfully submitted.

DENNIS J. EGAN,
B. J. CIGRAND,
F. A. LINDSTRAND,
J. F. BOWERS,
SAMUEL DESPRES,

Joint Committee on Buildings and Grounds and Delivery Stations.

Chicago, Mar. 28, 1904.

Director Egan moved that the report be adopted.

Carried.

Yeas—Directors Bowers, Lowe, Despres, Lindstrand, Egan, Cigrand, Fyffe and the President—8.

Nays—None.

NEW BUSINESS.

The President reported that in accordance with the directions of the Board at the last meeting he appointed Mr. E. F. L. Gauss, first assistant Librarian, as a delegate to represent the Public Library at the Fiftieth Convocation of the University of Chicago.

The report was received.

Director Lindstrand moved that when the Board should adjourn it should adjourn to meet on Wednesday, April 6, 1904, at 8 o'clock p. m.

Carried.

Director Cigrand moved that the question of renewing the leases of the branch reading rooms, or changing the location of the same, be referred to the Committee on Buildings and Grounds and Delivery Stations jointly with instructions to report at the adjourned meeting provided for in the foregoing motion.

Carried.

Yeas—Directors Bowers, Lowe, Des-

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pres, Lindstrand, Egan, Cigrand, Fyffe
and the President—8.

Nays—None.

On motion of Director Egan, the
Board adjourned.

W. B. WICKERSHAM,

Secretary.

BOARD OF DIRECTORS
OF THE
CHICAGO PUBLIC LIBRARY.

ADJOURNED REGULAR MEETING.

CHICAGO, WEDNESDAY, APRIL 6, 1904.

OFFICIAL RECORD.

There were present the President, Director Eckhart in the chair and Directors Bowers, Brosseau, Lowe, Despres, Lindstrand, Cigrand and Fyffe.

Absent—Director Egan.

COMMUNICATIONS.

A communication was received from Major E. A. Blodgett on behalf of the reception committee extending an invitation to the Board to be present and participate in a reception to be given to General Frederick D. Grant on Apomattox day, April 9, 1904, in Memorial Hall at 2 o'clock p. m.

The communication was received and the Secretary was directed to make suitable acknowledgment of the same.

Other communications were received as follows:

From H. E. Church, principal of the J. Sterling Morton High School of Clyde, Cook County, Illinois, asking whether or not arrangements cannot be made for supplying that school

with books from the Chicago Public Library.

Referred to the Committee on Library.

From Miss Irene Warren, requesting the Board to appropriate the sum of ten dollars for the use of the Chicago Library Club to assist in defraying the expenses of an open meeting at which the problem of branch libraries will be discussed by Mr. Arthur E. Bostwick, chief of the circulating department of the New York Public Library.

Ordered to be filed.

From the janitresses in the employ of the Board praying for an increase in salary.

Referred to the Committee on Administration.

COMMITTEE ON ADMINISTRATION.

Director Bowers, Chairman, stated that according to the communication of Mr. T. J. Corcoran, Secretary of

the Civil Service Commission, referred to the Committee at last meeting, those persons coming under the head of stenographers are ineligible to take the examination for the position of Librarian-in-charge of the Blackstone library; that Miss Henrietta Lovi, classed as stenographer, wishes to take said examination and that the Committee desires to accommodate her. Whereupon

Director Fyffe presented and moved the adoption of the following resolution:

Resolved, That the Secretary of the Board be instructed to communicate to the Civil Service Commission that the duties of Miss Henrietta Lovi, an employé of the Public Library, now designated as "stenographer", are mainly clerical and are such as entitle her to take part in the pending promotional examination for the position of Librarian-in-charge of the Blackstone Memorial library; that such communication be accompanied by the request that Miss Lovi be admitted to said examination.

The resolution was unanimously adopted.

COMMITTEE ON DELIVERY STATIONS.

Director Despres, Chairman, presented and read the following report:

To the President and Board of Directors, Chicago Public Library.

Gentlemen:—Your Committee on Delivery Stations begs leave to report upon sundry matters referred to it by the Board and would recommend as follows:

1. That the request of Geo. A. Erhart, on behalf of himself and others, to have a reading room or delivery station opened in a building erected in a park to be opened between 72nd and 74th streets and between the Rock Island and Western Indiana railroads be filed, as the neighborhood is but sparsely settled, except on the

north of 72nd street and the people of this section are already served by the delivery station on 69th street.

2. That the petition of Ida Flosky to be appointed keeper of delivery station No. 3 North, located at 477 Lincoln avenue, be granted.

3. That the petition of Mrs. C. A. McDonald to be appointed keeper of delivery station No. 29 West, located at 149 N. Kedzie avenue, be granted.

4. That a delivery station be opened on trial for three months without pay at South Deering, a suburb of South Chicago, with two deliveries of books a week, said books to be transported by an express company.

5. That the communications concerning the use of automobiles in the delivery station work be referred to a Special Committee with authority to make experiments in the use of automobiles for delivery work, without expense to the Library Board.

6. That the communication of Mr. Henry G. Foreman, President of the County Board, be filed, and that the Secretary be instructed to communicate with him and inform him that while the Board deems his request a reasonable one, if within its power to grant it, the fact that Dunning lies outside of the city limits places it beyond the jurisdiction of the Library Board.

Respectfully submitted.

SAMUEL DESPRES,
Z. P. BROUSSEAU,
J. F. BOWERS.

Committee on Delivery Stations.
Chicago, April 6, 1904.

Director Bowers moved that the report be adopted and that the recommendations contained therein be concurred in.

Carried.

The President appointed as a Special Committee, recommended in the foregoing report, Directors Brosseau and Lowe.

COMMITTEE ON BUILDINGS AND GROUNDS.

Director Lindstrand moved that the business in the hands of the Committee be taken up and be transacted in open Board.

Carried.

The Secretary then presented two bids for re-covering and hanging thirteen awnings and hanging eight additional large circular awnings as follows:

Geo. B. Carpenter & Co. \$171.63
Murray & Co. 130.00

Director Brosseau moved that the bid of Murray & Co. for this work be accepted.

Carried.

Yeas—Directors Bowers, Brosseau, Lowe, Despres, Lindstrand, Cigrand, Fyffe and the President—8.

Nays—None.

Director Lindstrand stated that the insurance on the plate glass windows will expire on April 29th, inst., and

Moved that the Secretary be authorized to advertise for bids for new insurance on plate glass windows in the Library building, to take effect April 29, 1904.

Carried.

REPORTS OF SPECIAL COMMITTEES.

Director Despres, for the joint Committee on Buildings and Grounds and Delivery Stations, to whom was referred the question of renewing leases for branch reading rooms, presented the following report, which was read by the Secretary:

*To the President and Board of Directors,
Chicago Public Library.*

Gentlemen:—Your joint Committee on Buildings and Grounds and Deliv-

ery Stations begs leave to report the following recommendations upon matters referred to it at last meeting:

1. That the store, 3841 State street, be leased for another year from May first next at \$62.50 per month, being the same as paid last year. This includes steam heat.

2. That the store, 226 North avenue, be leased for another year from May first next at \$60.00 per month, being an increase of \$5.00 per month. This price is without heat.

3. That the store, 21 Blue Island avenue, be leased for another year from May first next at \$60.00 per month, being the same as last year and includes heat and light.

4. That the store, 510 W. Madison street, be leased for another year from May first next at \$60.00 per month, being the same as paid last year, and does not include heat.

5. That the question of establishing a branch reading room in the vicinity of Blue Island avenue and 18th street be held in abeyance for further consideration.

Your Committee begs to say that after considerable examination of localities, it is not prepared to recommend the removal of the reading room at 21 Blue Island avenue on account of its accommodating a large class of clerks and mechanics, who board or otherwise make their homes in that vicinity. It is the opinion of the Committee that when a room is opened in the vicinity of 18th street and Center avenue or Blue Island avenue it should be a new reading room.

No suitable room could be found on W. Madison street to which to move the room now at 510 on that street. Those looked at were too small or not suitably located.

Your Committee found everything rented on North avenue at prices higher in proportion than the Library has been paying and the only thing to do was to re-lease this store at the increase demanded by the owner, or leave the neighborhood entirely.

All of which is respectfully submitted.

Z. P. BROSSÉAU,
SAMUEL DESPRES,
F. A. LINDSTRAND,
B. J. CIGRAND,
J. F. BOWERS.

*Joint Committee on Buildings and
Grounds and Delivery Stations.*

Chicago April 6, 1904.

Director Bowers moved that the report be approved, except as to the fourth recommendation, which was referred back to the Committee to be reported upon at the next meeting of the Board.

Carried.

Yeas—Directors Bowers, Brosseau, Lowe, Despres, Lindstrand, Cigrand, Fyffe and the President—8.

Nays—None.

NEW BUSINESS.

Director Fyffe stated that examination by the Chicago Title & Trust Co. of the abstract to the lot covered by the Blackstone Memorial branch library, as received from Mrs. Blackstone's representative, shows that a small triangular plot at the southeast corner of the property acquired by Mrs. Blackstone in exchange for a small triangular plot set off from the southwest corner of the lot was not covered; that it was a question whether an abstract is really needed

for this triangular plot unless the building covers a portion of it.

He moved that the matter be referred to the Committee on Buildings and Grounds for consideration and report.

Carried.

Director Bowers presented a communication received by him from Daniel W. Maher, representing the committee on library of the Guardian Angel's church, 179 Forquer street, requesting the Board to donate to that church a portion of the books worn out and withdrawn from circulation for use in connection with the Sunday school work among the children in that vicinity.

Director Brosseau, also, presented a similar letter received by him from Dr. H. J. Haiselden of the German American Hospital.

Director Bowers moved that the order passed by the Board September 14, 1903, authorizing the Librarian to dispose of books worn out and withdrawn from circulation be enlarged so as to include requests similar to the above.

Carried.

On motion, the Board adjourned.

W. B. WICKERSHAM,

Secretary.

BOARD OF DIRECTORS OF THE CHICAGO PUBLIC LIBRARY.

REGULAR MEETING.

CHICAGO, MONDAY, APRIL 11, 1904.

OFFICIAL RECORD.

There were present the President, Director Eckhart, in the chair and Directors Bower, Despres, Cigrand and Fyffe.

Absent—Directors Brosseau, Lowe, Lindstrand and Egan.

MINUTES APPROVED.

On motion of Director Bowers, the President declared the minutes of the regular meeting held Monday, March 28, 1904, approved as recorded and printed, without being read.

COMMUNICATIONS.

Communications were received as follows:

From Henry G. Foreman, Esq., President of the Board of Commissioners of Cook County, acknowledging the receipt of the action of the Board declining to establish a delivery station at the County Institutions at Dunning and making application for a delivery station to be established in Irving Park boulevard opposite the

County Institutions.

Referred to the Committee on Delivery Stations.

From Frank X. Finnegan, calling attention of the Board to the salaries of the firemen in its employ and urging that the same wages be paid these men as are paid to men similarly employed in other city plants.

Referred to the Committee on Administration.

From Mrs. Leila A. Martin, Sec'y Gad's Hill Center, located at 867 W. Twenty-second street and citizens, teachers and pastors of that vicinity, praying the Board to establish a branch reading room at that number in connection with delivery station No. 30 West.

Referred to the Committee on Delivery Stations.

From Ernest A. Hart, second assistant engineer, praying the Board to restore his salary to the amount originally paid him upon entering the Library service.

Referred to the Committee on Administration.

From Fred W. Ernst, window washer, tendering his resignation as an employé of the Board.

Director Bowers moved that the resignation of Mr. Ernst be accepted.

Carried.

COMMITTEE ON LIBRARY.

In the absence of a majority of the Committee Director Fyffe moved that the business in the hands of the Committee on Library be taken up and be transacted in open Board.

Carried.

Director Fyffe presented the following lists of books:

A list of current American books comprising 120 volumes, estimated to cost \$125; a list of English books comprising 17 volumes, estimated to cost \$36.

Also, a schedule of bills for continuations, subscription books, periodicals, etc., amounting to \$106.04 to be paid from the incidental fund.

Director Bowers moved that the lists of books be ordered purchased and that the schedule of bills be paid.

Carried.

Yeas—Directors Bowers, Despres, Cigrand, Fyffe and the President—5.

Nays—None.

Also, the Librarian's report for March, 1904, and recommended that it be filed and printed.

The recommendation was concurred in.

Director Fyffe, also, presented the following bills:

A. C. McClurg & Co., books.....\$ 310.66
Francis P. Harper, books..... 141.52

B. F. Stevens & Brown, books and magazines £233/4/4 (est.)..... 1,138.09
Matthew Bell & Co., binding £26/5/- (est.) 128.10
P. Ringer & Hertzberg, binding. 51.90
Joseph Flucke, binding..... 289.85
John Schonenberger & Son, binding 128.15
Geo. E. Kochler, binding..... 591.39
Barrett Bindery Co., Emerson binders 11.50
N. B. Barlow Printing Co., printing minutes, envelopes, etc.... 34.25
A. L. A. Publishing Board, periodical cards 10.94
Bradner Smith & Co., misc. paper and twine 68.61
Regan Printing House, printing reading room slips..... 12.00
Geo. E. Cole & Co., day books, postal files and other misc. stationery 96.47
Sewell-Clapp Mfg. Co., "fine" envelopes 31.46
Library Bureau, guide cards, covered boxes, etc..... 30.50
Arabol Mfg. Co., glue and paste.. 16.24
W. B. Wickersham, Sec'y, cash expenditures for March, 1904.. 186.06

\$3,277.69

Director Bowers moved that the bills be ordered paid.

Carried.

Yeas—Directors Bowers, Despres, Cigrand, Fyffe and the President—5.

Nays—None.

COMMITTEE ON ADMINISTRATION.

Director Bowers, Chairman, reported back certain communications heretofore referred to the Committee with the following recommendations:

1. That the petition of Miss Lucy E. Brown for a leave of absence of two months, beginning May 1st next, be granted.

2. That the demand of Banner Keene to be paid certain moneys, claimed as salary withheld by the Board, be filed.

3. That the petition of John Clarke, coal passer, to be paid for one day lost on account of illness caused by an accident while in the discharge of his duty, be granted.

That the petition of Newton S. Purviance, janitor, for pay for seven days lost on account of sickness in the month of March, be granted.

Director Despres moved that the recommendations of the Committee be concurred in.

Carried.

COMMITTEE ON DELIVERY STATIONS.

Director Despres, Chairman, presented the following bills audited and approved:

Isaac Shillington, boarding horses.	\$110.00
W. R. Burdick, boarding and shoeing horses	46.00
Auburn Livery & Express Co., boarding horses	37.00
T. H. Agnew, V. S. veterinary services	8.00
J. Harrington, shoeing horses	16.25
Chas. E. Cable, repairing harness, etc.	5.20
Wayman & Murphy, repair parts for wagons	10.50
	\$232.95

Director Bowers moved that the bills be ordered paid.

Carried.

Yeas—Directors Bowers, Despres, Cigrand, Fyffe and the President—5.

Nays—None.

COMMITTEE ON BUILDINGS AND GROUNDS.

Director Cigrand moved that the business in the hands of the Committee be taken up and be transacted in open Board.

Carried.

Director Cigrand then stated that the contract for furnishing coal for the Public Library building would expire May 31st next; and asked authority to advertise for a renewal of the contract.

Director Bowers moved that the Secretary be authorized to advertise for 3,000 tons, more or less, of smokeless coal, and that the coal offered

by bidders be tested in the usual manner.

Carried.

Director Cigrand, also, reported that bids had been received for placing fire insurance on the Public Library building in the amount of \$300,000 for three years on a basis of 50%, 60%, 70%, and 80% co-insurance. That 40 bids were received, all of which, except two, were alike and were as follows:

50% co-insurance	\$42 per hundred
60% " "	.36 " "
70% " "	.33 " "
80% " "	.30 " "

One bid was 2 cents per hundred lower on each of the first three co-insurance bases and one bid 3 cents higher on the 50% co-insurance basis.

Director Bowers moved that policies for \$300,000 fire insurance be placed on the Public Library building on the 50% co-insurance basis for a term of three years.

Carried.

Yeas—Directors Bowers, Despres, Cigrand, Fyffe and the President—5.

Nays—None.

Director Cigrand presented the following bills:

Ernst Stock, rent, North Av. reading room	\$ 55.00
Frederick Herhold, rent, etc., Milwaukee Av. reading room	60.00
Chas. G. Haddock, rent, W. Madison St. reading room	60.00
Geo. R. Nichols, rent, etc., Blue Island Av. reading room	60.00
Maurice Dunne, rent, etc., State St. reading room	62.50
Marshall Field & Co., cocoa matting, etc.	22.41
The Peoples Gas Light & Coke Co., gas	25.60
Ogden Gas Co., gas	5.85
Morris W. Hartwell, coal	1,518.70
Commonwealth Electric Co., lighting Blackstone library	59.33
The James H. Rice Co., paint, oil, etc.	5.74
Bullard & Gormley Co., misc. hardware	30.25

Wisconsin Lakes Ice Co., ice....	11.46
Chicago Telephone Co., telephone service	81.13
Wm. Dilley, misc. brushes.....	11.15
A. Henrotin Co., castile soap....	30.00
Dearborn Drug & Chemical Works, oil	52.97
Bartell Bros., oil, etc.....	8.25
Hills-McCanna Co., oil pumps...	20.00
Crane Co., misc. supplies for steam plant	8.16
G. Bossenga, removing ashes.....	36.75
Gallaher & Speck, repairing cable for elevators, etc.....	35.90
Central Electric Co., tops for electric stoves	18.30
Illinois Electric Co., wire solder, lamp cord, etc.	8.82
Crocker-Wheeler Co., brush holders	12.60
H. Channon Co., mops.....	28.80
James S. Kirk & Co., soft soap...	22.14
Moore, James, Lyman & Herrick, liability insurance	420.00
Traders Insurance Co., insurance on books, etc., in bindery.....	46.30
Joseph Halsted, placing iron floor in book stacks.....	36.95
W. B. Wickersham, Sec'y, expenditures for March, 1904.....	32.48
R. Williamson & Co., Weisbach mantles	13.50
Allan C. Durborow, excess premium on liability and teams insurance	14.81
	<u>\$2,915.85</u>

Director Bowers moved that the bills be ordered paid.

Carried.

Yeas—Directors Bowers, Despres, Cigrand, Fyffe and the President—5.

Nays—None.

COMMITTEE ON FINANCE.

In the absence of a majority of the Committee Director Bowers moved that the business in its hands be taken up and be transacted in open Board.

Carried.

Director Bowers then presented a communication from the City Comptroller notifying the Board of the redemption by the City Treasurer of anticipation tax warrants issued against the Library tax levy of 1903, amounting to \$25,000 upon which had been paid interest to the amount of \$1,258.89 and requesting the Board to

execute a voucher in favor of Ernest Hummel, City Treasurer, for this amount.

Director Bowers moved that a voucher in favor of Ernest Hummel, City Treasurer for \$1,258.89 be executed by the President and Secretary.

Carried.

Yeas—Directors Bowers, Despres, Cigrand, Fyffe and the President—5.

Nays—None.

SPECIAL COMMITTEES.

Director Despres for the joint Committee on Buildings and Grounds and Delivery Stations recommended, on behalf of the Committee, that the Secretary be authorized to re-rent the store at 510 W. Madison street for a branch reading room upon the same terms as last year, namely, \$60 per month, without heat.

Carried.

Yeas—Directors Bowers, Despres, Cigrand, Fyffe and the President—5.

Nays—None.

NEW BUSINESS.

Director Fyffe gave notice that at the next regular meeting he will offer an amendment to Article XXIII of the by-laws, which will make the life of the guarantee certificate three years instead of two, and an amendment to Article XXV, which will shorten the time required to elapse between the notice of a lost card and its duplication from 30 days to 10 days or two weeks.

Laid over under the rules.

On motion of Director Cigrand, the Board adjourned.

W. B. WICKERSHAM,
Secretary.

REPORT OF THE LIBRARIAN FOR MARCH, 1904.

CIRCULATION OF BOOKS.

The number of books taken from the Library for home use during the month of March was 128,554, against 104,889 for the corresponding month of the previous year. The circulating department was open on 27 week days. The daily average week day circulation was 4,761.

REFERENCE ROOM.

	1904.	1903
Number of recorded visitors.....	12,753	8,454
Books issued from stacks.....	35,363	23,020

No record was kept of the number of visitors who consulted the books on the open shelves.

ROOM FOR ART BOOKS.

Visitors, 1,174. Books consulted, 3,425.

PATENTS AND PUBLIC DOCUMENTS.

	1904.	1903.
Number of visitors.....	2,006	1,808
Volumes consulted.....	9,187	8,483

BOUND NEWSPAPERS AND BOOKS FOR THE BLIND.

Visitors, 321. Bound newspapers consulted, 549. Books for the blind circulated, 96.

READING ROOM.

Periodicals issued at counter, 18,463. No record kept of use of periodicals and newspapers on open stands and racks. Mean attendance per hour, 255. Average maximum attendance per hour, 344.

BRANCH READING ROOMS.

	No. 1.	No. 2.	No. 3.	No. 5.	No. 6.
Number of visitors.....	2,597	3,118	2,879	2,806	6,627
Periodicals issued.	1,669	2,730	2,638	3,448	4,249
Books issued.	1,102	1,376	1,223	892	2,378
Average Sunday visitors	57	129	71	63	220
Women visitors.....	50	387	231	166	492

BLACKSTONE MEMORIAL BRANCH LIBRARY.

Mean attendance per hour, 20. Average maximum attendance per hour, 61. No record kept of use of books and periodicals, which are on open shelves and racks.

DELIVERY STATIONS.

The number of books issued from 68 delivery stations was 75,668, against 54,859 from 69 stations for the same month of the preceding year.

REGISTRATION.

The number of cards issued on new registrations and re-registrations was 4,057, of which 2,320 were issued to males and 1,737 to females. The registration of March, 1903, was 3,011. The number of two-year cards outstanding is 62,463.

BINDING DEPARTMENT.

Number of books at binderies March 1, 1904.....	3,688
Number of books sent to binderies in March.....	2,582
Total number of books at binderies in March.....	6,215
Number of books received from binderies in March.....	2,833
Number of books at binderies March 31, 1904.....	3,882
Number of books repaired in Library in March.....	6,751

GROWTH OF THE LIBRARY.

The total number of volumes in the Library March 31, 1904, was 288,038. Received since June 1, 1903, 8,052; since March 1, 1904, 663. Books worn out and condemned since June 1, 4,812; since March 1, 606. Books lost and paid for since June 1, 360; since March 1, 27. Books found and money refunded since June 1, 71; since March 1, 7.

FRED'K H. HILD,
Librarian.

Chicago, Apr. 11, 1904.

BOARD OF DIRECTORS
OF THE
CHICAGO PUBLIC LIBRARY.

REGULAR MEETING.

CHICAGO, MONDAY, APRIL 25, 1904.

OFFICIAL RECORD.

There were present the President, Director Eckhart in the chair, and Directors Bowers, Brosseau, Lowe, Despres, Lindstrand, Cigrand and Fyffe.

Absent—Director Egan.

MINUTES APPROVED.

On motion of Director Cigrand, the minutes of the adjourned regular meeting held April 6, and of the regular meeting held April 11, 1904, were approved as recorded and printed, without being read.

COMMUNICATIONS.

Communications were received as follows:

From Maria Haussen, owner of the store, 1202 Milwaukee avenue, to which the Milwaukee avenue branch reading room is about to be removed, praying the board to pay the rent of said store for the month of May, next, at the first meeting of the board in that month.

Director Despres moved that the

communication be referred to the Committee on Buildings and Grounds with power to act.

Carried.

From the Executive Committee of Gad's Hill Center praying the Board to establish a reading room at that point, and offering a store for such purpose with heat and light for one year free of charge.

Director Bowers moved that the communication be referred to the Committee on Delivery Stations.

Carried.

From Avery Coonley, recommending the neighborhood of Robey and Twenty-second streets (Gad's Hill Center), as a suitable district for a branch reading room.

Referred to the Committee on Delivery Stations.

From a committee of the National Educational Association requesting the Board, as a member of said Association, to express its wishes in regard to taking steps toward the sim-

plication of spelling in the English language.

Referred to the Committee on Library.

From J. F. McGuire, proposing to sprinkle the streets around the four sides of the Library building from May 1st to November 1st, at \$30 per month.

Referred to the Committee on Buildings and Grounds.

From Julius H. Isacowitz, 339 W. Twelfth street, praying the Board to locate delivery station No. 1 West at his store.

Referred to the Committee on Delivery Stations.

From Mrs. Geo. M. Moulton requesting a gift of worn-out books for an industrial school at Geneva, Illinois.

Referred to the Committee on Library.

From Ernest A. Hart, second assistant engineer, requesting that he be allowed a hearing before the Board concerning his suspension by the Librarian.

Mr. Hart being in waiting was called before the Board and was given a hearing, after which he withdrew from the room.

Director Bowers moved that the action of the Librarian in suspending Mr. Hart be approved and that he be suspended for five days, without pay.

Carried.

From Aaron S. Einstein, night watchman, praying the Board to grant him the first Sunday in each month as a "day off," beginning with the first Sunday in May next.

Referred to the Committee on Administration.

From Ida M. Banes and Mary A. Kerin, clerks, tendering their resigna-

tions as employes of the Board.

Director Bowers moved that the resignations of Misses Banes and Kerin be accepted, and that the Librarian be authorized to make a requisition upon the Civil Service Commission for two clerks to fill the vacancies thus created.

Carried.

UNFINISHED BUSINESS.

Director Fyffe called up the amendments to the by-laws proposed by him at the last regular meeting of the Board and moved,

That section I of Article XXIII be amended so as to read as follows:

1. "Giving satisfactory security in the form of an application signed by some responsible resident of Chicago, to remain in force for a period of three years."

Also, that Article XXV be amended by striking out the word "thirty" in the eighth line of the printed by-laws and inserting the word "ten;" and by striking out in the same sentence the clause "except upon sufficient consideration by the Librarian," so that the Article will read:

Art. XXV. "Each person entitled to draw books from the Library will be supplied with a card inscribed with his or her name, residence, and register number. This card must be presented whenever a book is taken, returned or renewed; and if lost, it will not be replaced until ten days after notice of the loss shall have been given. Immediate notice of a change of residence must be given at the Library. Neglect to give this notice shall subject the cardholder to forfeiture of privileges."

The motion of Director Fyffe was unanimously adopted.

Yeas—Directors Bowers, Brosseau, Lowe, Despres, Lindstrand, Cigrand, Fyffe and the President.—8.

Nays—None.

COMMITTEE ON LIBRARY.

Director Brosseau, Chairman, presented the following recommendations agreed upon by the Committee:

1. That the petition of H. E. Church, principal of the J. Sterling Morton high school of Clyde, Cook County, Illinois, relative to the Board allowing the use of books from the Chicago Public Library in the high school of that village, be denied, as said village is located beyond the city limits.

2. That the following lists of books be ordered purchased: A list of current American books, comprising 45 volumes, estimated to cost \$55; a list of English books, comprising 11 volumes, estimated to cost \$20; a list of extra copies of fiction and juvenile books, comprising 559 volumes, estimated to cost \$500.

3. That a schedule of bills for continuations, amounting to \$24.55 be ordered paid from the incidental fund.

Director Cigrand moved that the recommendations of the Committee be concurred in.

Carried.

Yeas—Directors Bowers, Brosseau, Lowe, Despres, Lindstrand, Cigrand, Fyffe and the President—8.

Nays—None.

COMMITTEE ON ADMINISTRATION.

Director Bowers, Chairman, presented the following recommendations agreed upon by the Committee:

1. That the night watch be maintained in the engineering department of the Library during the summer months.

2. That a requisition be made upon the Civil Service Commission for one window washer, *vice* Fred W. Ernst, resigned.

Director Bowers moved that the recommendations be concurred in.

Carried.

Director Bowers requested that the report of the Committee on salaries

be laid over and be taken up under new business. The request was concurred in.

COMMITTEE ON DELIVERY STATIONS.

Director Despres, Chairman, presented and read the following report: *To the President and Board of Directors, Chicago Public Library.*

GENTLEMEN:—Your Committee on Delivery Stations begs leave to report upon sundry matters, heretofore referred to it by the Board, and would recommend as follows:

1. That the application of Henry G. Foreman, Esq., President of Board of Commissioners of Cook County, for a delivery station to be established at Dunning, in Irving Park boulevard, opposite the County Institutions, be filed. This action is recommended on account of that section of the city being sparsely settled. Besides, the employes of the County Institutions, for whose benefit the station is asked would not be eligible for its use unless they reside within the city limits in which case they would come under the general rules for the circulation of books in the city.

2. Since the last meeting of the Board the keeper of delivery station No. 1, West, located at 278 W. Twelfth St., was suddenly obliged to give up his store and to move to another part of the city and under the circumstances the Committee in connection with the superintendent of delivery stations removed this station to the drug store of Julius H. Isacowitz, located at 339 W. Twelfth street. This action was taken after examining all the feasible sites in that neighborhood. The Committee asks the Board to concur in its action.

3. Your Committee recommends that the letter of Theodore Peters, asking to have a delivery station established at 142 E. Seventy-fifth street (Wind-sor Park), and the letter of C. N. Storkan asking to have a delivery station established at his store at the southeast corner of Western avenue and Augusta street, be filed.

All of which is respectfully submitted.

SAMUEL DESPRES,
J. F. BOWERS,
Z. P. BROSEAU.

Committee on Delivery Stations.

Chicago, April 25, 1904.

Director Bowers moved that the report be adopted and that the recommendations contained therein be concurred in.

Carried.

COMMITTEE ON BUILDINGS AND GROUNDS.

Director Lindstrand, for the Committee, presented the following report:

To the President and Board of Directors, Chicago Public Library.

GENTLEMEN:—Your Committee on Buildings and Grounds begs leave to report upon sundry matters, coming under its jurisdiction, as follows:

1. In accordance with the authority given by the Board at its meeting on April 6th inst. the Secretary advertised for bids for insurance on the plate glass lights for a term of one year, beginning April 29, 1904. Ten bids were received in amounts from \$518 to \$2,500.

Your Committee would recommend that an order be given to the Philadelphia Casualty Company to place a policy on the plate glass lights of the Public Library building upon its bid of \$518; said policy to take effect April 29, 1904, at 12 o'clock, noon.

2. Your Committee would recommend that the proposals of David T. Kenney, to install his "vacuum sweeping system" in the Public Library building, be filed, on account of the large expense involved and the ignorance of the Committee as to what saving there would be in its use.

3. Your Committee has given attention to the advisability of having an abstract made for the small trian-

gular piece of ground added to lot one (1), block five (5), Hyde Park subdivision, upon which the Blackstone branch library is located, and is of the opinion that an abstract to this lot is not needed, especially as the library building itself does not cover any part of it.

4. Your Committee would report in the matter of tree planting about the Blackstone branch library building, authority for which was given at the meeting of the Board on March 14th ult., that after consulting the architect it was decided not to plant trees on the east and west sides of the building, and to plant only one tree and a few shrubs at the southeast corner of the lot in the rear of the large granite seat. The architect, who spoke, also, for Mrs. Blackstone, stated that the style of the building was such that its architectural effect would be largely destroyed by having trees as near it as they would be if planted between the sidewalk and curb.

All of which is respectfully submitted.

F. A. LINDSTRAND,
B. J. CIGRAND,

Committee on Buildings and Grounds.

Chicago, April 25, 1904.

Director Bowers moved that the report be adopted and that the recommendations contained therein be concurred in.

Carried.

Yeas—Directors Bowers, Brosseau, Lowe, Despres, Lindstrand, Cigrand, Fyffe and the President—8.

Nays—None.

Director Lindstrand stated that it was necessary to employ a mechanic by the hour in repairing the copper down-spouts of the building and the copper flashing on the roof.

Also, that it would be necessary to employ a painter for some weeks to do the painting of the housings of the fans and other metal work in the basement and about the building, authorized by the Board on March 28th ult., and that the Civil Service Commission had given the Librarian permission to employ a suitable man for this purpose.

By consent, the Committee was authorized to proceed in these repairs on the lines suggested.

COMMITTEE ON FINANCE.

Director Lowe, Chairman, presented the following report of the International Audit Company on the audit of the books and accounts of the Library for three months ended February 29, 1904, and recommended that it be filed and printed.

The recommendation was concurred in.

*To the President and Board of Directors,
Chicago Public Library, Chicago.*

GENTLEMEN:—We have audited the books and accounts of the Chicago Public Library for the three months ending 29th February, 1904.

We have pleasure in reporting that we find the books and accounts to be correct and in good order.

We present the following statements, all of which we certify to be correct.

1. Ledger balances: 29th February, 1904.

2. Statement of Quarterly Receipts and Expenditure of the Public Library Fund from 30th November, 1903, to 29th February, 1904.

3. Statement of Cash Receipts and Expenditure for months of December, 1903, and January and February, 1904. Yours faithfully,

THE INTERNATIONAL AUDIT COMPANY.

By JOHN McLAREN, *President.*

ROBERT NELSON,
Certified Public Accountant,
Manager.

LEDGER BALANCES.

29th February, 1904.

DEBIT.

Due from Comptroller	\$148,026.51
Mortgage Loans	12,000.00
Cash	5,139.17
	165,165.68

CREDIT.

Public Library Fund:		
Fund of 1879 and prior years.....	\$ 23,534.44	
Library Fund, 1903	\$85,576.49	
Reserve for accrued interest on time warrants....	5,570.02	
Reserve for cost of collection and extension of taxes	21,750.00	\$112,896.51
Definquent Taxes, 1901		2,913.55
Definquent Taxes, 1902		8,682.01
		\$148,026.51
W. H. Ryder Fund		10,000.00
W. H. Ryder Fund Interest.....		2,670.44
Jerome Beecher Fund		2,000.00
Jerome Beecher Fund Interest		1,206.04
Security Deposits		816.75
Special Deposits		100.00
Incidental Fund		345.94
		\$165,165.68

PUBLIC LIBRARY FUND,
STATEMENT OF RECEIPTS AND EXPENDITURES.

Three Months Ending 29th February, 1904.

RECEIPTS.

To Balance Public Library Fund, 31st December, 1903.....	\$361,276.93
To Miscellaneous Receipts	2,107.16
To Gains in Extension of Taxes, 1902	2,535.08
To Delinquent Taxes, prior to 1901	77.49
To Delinquent Taxes, 1901	592.93
To Accrued Interest on Time Warrants, 1902 (Paid to Comptroller)	515.86
	<u>\$367,105.45</u>
By Reduction of Appropriation	
To one-mill limit	\$ 38,575.71
Under "Juul Law," 33 per cent.	<u>135,770.02</u>
	<u>174,345.73</u>
	<u>\$102,759.72</u>

EXPENDITURES.

By Books	\$ 1,474.16
By Newspapers and Periodicals	1,465.61
By Binding	2,390.21
By Books Lost and Paid for—Refunds.....	19.25
By Finding Lists	367.46
By Freight and Express	33.08
By Postage	120.00
By Delivery Stations (Miscellaneous)	970.61
By Branch Reading Rooms (Miscellaneous)	1,167.49
By Salaries:	
Main Library	\$27,802.57
Branch Reading Rooms	1,200.00
Delivery Stations	<u>3,189.10</u>
	<u>32,191.67</u>
By Miscellaneous	575.44
By Printing and Stationery	650.53
By Fuel	3,703.14
By Heating and Generating Plant	374.44
By Electric Supplies and Repairs	179.57
By Repairs, Alterations, etc.	175.02
By Elevator Supplies and Repairs	43.38
By Janitors' Expense	161.92
By Furniture and Fixtures	190.70
By Insurance	67.12
By Interest on Time Warrants	7,615.63
By Blackstone Branch Library	1,412.94
By Cost of Extending and Collection Taxes.....	<u>15,833.83</u>
Quarterly Expenditure	\$ 71,181.20
Interest Accrued on Time Warrants	5,570.02
Cost of Collection and Extension of Taxes	<u>21,750.00</u>
	<u>98,501.22</u>
	<u>\$ 94,258.50</u>
Less Delinquent Taxes, 1902	<u>8,682.01</u>
	<u>\$ 85,576.49</u>
Balance of Library Fund	
Charged to Comptroller:	
Fund of 1879 and prior years.....	\$ 23,534.44
Delinquent Taxes, 1901	2,913.55
Delinquent Taxes, 1902	8,682.01
Library Fund, 1903	<u>\$112,896.51</u>
Less Reserve for Interest Accrued and Cost of Collection	<u>27,320.02</u>
	<u>\$ 85,576.49</u>
	<u>\$120,706.49</u>

CASH RECEIPTS AND EXPENDITURES.

December, 1903, January and February, 1904.

RECEIPTS.

	Dec., '03.	Jan., '04.	Feb., '04.
Cash Balance at close of previous months.....	\$4,845.29	\$4,698.60	\$4,998.07
Comptroller for Incidental Fund	187.49	258.18	234.41
Miscellaneous Receipts	3.70	6.55	
Finding Lists	43.91	63.54	67.22
Books Lost and Paid For	38.10	45.35	40.75
Deposits	143.40	137.75	127.00
Fines	654.69	636.22	507.13
Ryder Interest Fund		272.61	12.50
Beecher Interest Fund		16.84	50.00
	<u>\$5,916.58</u>	<u>\$6,135.64</u>	<u>\$6,032.08</u>

EXPENDITURES.

	Dec., '03.	Jan., '04.	Feb., '04.
Comptroller	\$ 740.40	\$ 751.66	\$ 615.10
Deposit Repaid	119.40	156.50	123.75
Special Deposit Repaid	100.00		
Books	50.01	65.45	5.90
Newspapers and Periodicals	81.52	44.94	38.49
Bindings	7.14	4.50	
Books Lost and Paid for—Refunds	3.75	10.95	4.55
Freight and Expressage	10.85	8.22	14.01
Delivery Stations	4.40	8.18	8.70
Miscellaneous Expenses	42.48	23.17	26.39
Postage	25.00	65.00	30.00
Printing and Stationery	4.80	4.00	8.25
Heating and Generating Plant	18.83		14.30
Electric Supplies and Repairs	1.50		
Janitors Expense	2.70		3.47
Repairs, Alterations, etc.	5.20		
Balance at Close of Month	<u>4,698.60</u>	<u>4,993.07</u>	<u>5,139.17</u>
	<u>\$5,916.58</u>	<u>\$6,135.64</u>	<u>\$6,032.08</u>

SUMMARY OF BALANCE.

	Dec., '03.	Jan., '04.	Feb., '04.
W. H. Ryder Fund	\$10,000.00	\$10,000.00	\$10,000.00
Jerome Beecher Fund	2,000.00	2,000.00	2,000.00
W. H. Ryder Fund—Interest	2,385.33	2,657.94	2,670.44
Jerome Beecher Fund—Interest	1,139.20	1,156.04	1,206.04
Incidental Fund	241.82	265.59	345.94
Security Deposits	832.25	813.50	816.75
Special Deposits	100.00	100.00	100.00
	<u>\$16,698.60</u>	<u>\$16,993.07</u>	<u>\$17,139.17</u>
Deduct			
Mortgage Loans:			
Ryder and Beecher Funds invested.....	12,000.00	12,000.00	12,000.00
	<u>\$ 4,698.60</u>	<u>\$ 4,993.07</u>	<u>\$ 5,139.17</u>

Director Lowe stated that in the interim between last meeting and this the City Comptroller had sent to the Secretary two statements of interest paid on account of anticipation warrants redeemed by the city treasurer for \$1,424.65 and \$350.26, respectively, with the request that vouchers be made out and returned as soon as possible; that the President and Secretary had approved and signed vouchers for these amounts and the Committee would ask that the action

of these officers be approved.

Director Bowers moved that the action of the President and Secretary in this matter be approved by the Board.

Carried.

Yeas—Directors Bowers, Brosseau, Lowe, Despres, Lindstrand, Cigrand, Fyffe and the President—8.

Nays—None.

NEW BUSINESS.

Director Fyffe presented the following resolution and moved its adoption.

Carried.

Yeas—Directors Bowers, Brosseau, Lowe, Despres, Lindstrand, Cigrand, Fyffe and the President—8.

Nays—None.

WHEREAS, The City Comptroller of the City of Chicago has asked that he be authorized by the Board of Directors of the Chicago Public Library to issue and dispose of anticipation warrants against the tax levy of 1904, for the Public Library; therefore,

Resolved, That the Mayor and the City Comptroller be and they are hereby requested and authorized to issue warrants against and in anticipation of the taxes levied by the City of Chicago for the Public Library tax of the year 1904, as shall be needed to meet current expenses, to an amount not exceeding seventy-five per centum of the total amount of the tax levy for Library purposes for said year, and to attach to such warrants interest coupons for interest thereon at a rate not exceeding five per centum per annum payable only out of the taxes against which such warrants shall be drawn when collected.

Director Bowers moved that the Board go into

EXECUTIVE SESSION

for the purpose of considering the roster of employes with their positions and salaries for the year 1904-05.

Carried.

The President requested Director Despres to take the chair and Director Cigrand to act as Secretary.

Director Bowers moved that Fred'k H. Hild be employed as Librarian for the ensuing year.

Carried.

Roster of Employes with

Name.	Date of Entry.
<i>Librarian's Office:</i>	
Frederick H. Hild	8 - 4-74
<i>Ordering Department:</i>	
Carl B. Roden	9-25-86
Henrietta Lovi	3-12-92

Director Eckhart moved that the Librarian's salary be fixed at \$5,000 per annum.

Carried.

Yeas—Directors Eckhart, Bowers, Brosseau, Lowe, Despres, Lindstrand, Cigrand and Fyffe—8.

Nays—None.

Director Bowers moved that E. F. L. Gauss be employed as first assistant Librarian for the ensuing year.

Carried.

Director Bowers moved that the salary of the first assistant Librarian be fixed at \$2,500 per annum.

Carried.

Yeas—Directors Eckhart, Bowers, Brosseau, Lowe, Despres, Lindstrand, Cigrand and Fyffe—8.

Nays—None.

Director Bowers moved that the salary of the Secretary be fixed at \$3,600 per annum.

Carried.

Yeas—Directors Eckhart, Bowers, Brosseau, Lowe, Despres, Lindstrand, Cigrand and Fyffe—8.

Nays—None.

Director Bowers then presented the following roster of employes with their positions and salaries and moved that it be adopted.

Carried.

Yeas—Directors Eckhart, Bowers, Brosseau, Lowe, Despres, Lindstrand, Cigrand and Fyffe—8.

Nays—None.

Positions and Salaries.

Position.	Salary 1904-05
Librarian	\$5000
Superintendent	1500
Stenographer	1000

Secretary's Office:

W. B. Wickersham	7-20-72	Secretary	3600
Henry G. Wilson	10-22-87	Clerk	1400
Minnie E. Wills	4-16-95	Stenographer	900
Elle Hudon	8- 9-95	Clerk	550

Cataloguing Department:

E. F. L. Gauss	2-12-87	First Assistant Librarian	2500
Kate M. Henneberry	12-18-75	Asst. Librarian	1300
Elizabeth A. Young	12-29-75	" "	1300
John F. Phelan	12-11-80	Cataloguer	1400
Joseph J. McCarthy	3-12-92	"	1000
Amelia M. Platt	11-27-86	Clerk	800
Emma Rommeiss	1-14-88	"	850
Mary E. Remmer*	4-11-91	Cataloguer	750
Emily E. Taylor	4-14-94	Clerk	750
Bessie Goldberg	4-14-94	"	700
Mary W. Wood	12-26-96	"	700
Lydia G. Robinson	1-18-98	"	650
Mary T. Pierce	5-18-99	"	650

Circulating Department:

B. M. Smith	10-22-87	Superintendent	1600
Ottillie Goldberger	10-14-82	Clerk	950
May I. Carroll	6-24-84	"	950
William D. Witt	1-18-98	"	800
Amanda Diehl	2-12-87	"	750
Jessie B. Perry	1-14-88	"	750
Katharine Donovan	5-25-89	"	650
Anita C. Davies	1-24-91	"	600
Nellie E. Doran	2-14-91	"	600
Anna J. Ferguson	11-19-97	"	650
Ida B. Johnson	1-22-98	"	600
Arthur S. Sweeney	7-13-97	Page	550
Mathilda S. Nodek	7-10-99	Clerk	500
Sarah McEvoy	9-21-99	"	500
Mary E. Rae	5-12-00	"	400
Augusta G. Kessell	5-14-00	"	400
Mary Ryan	5-27-01,'02; 11-1,'03	"	450
Lucy E. Brown	10-14-01,'02; 11-1,'03	"	400
Loretto M. Crowe	2-11-02,'02; 11-5,'03	"	450
William J. Soper	1-23-03	Page	450
Moses D. Seilin	7-13-03	"	400
Michael I. Meyrowitz	10-7-03	"	400

*Temporarily detailed to Blackstone Branch.

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John W. Williams	11- 1-03	"	400
Thomas F. Jordan	11- 1-03	"	400
Anna W. Thayer	11-12-03	Clerk	400
Joseph Rzepinski	1-13-04	Page	400
William I. Thomas	1-15-04	"	400
Holder Carlsen	1-18-04	"	400
Charles Cohen	1-19-04	"	400
Elmore D. Levi	1-21-04	"	400
Charles L. Green	1-21-04	"	400
Abraham Oberman	1-25-04	"	400
Michael Bonsole	2- 1-04	"	400
Mary W. Morris	2-16-04	Clerk	400
Sadie Clohesey	2-18-04	"	400
1 Clerk		"	400
1 Clerk -		"	400
<i>Registry Department:</i>			
Lilyan G. Morawski	4- 8-80	Registry Clerk	1300
Anna Riordan	2-14-91	Clerk	800
<i>Reference Department (including Public Card Catalogue Room, Study Room and Art Room):</i>			
Carrie L. Elliott	2-12-81	Superintendent	1300
Charles A. Larson	4-11-91	Clerk	1000
Frank E. Waska	12-27-84	"	950
Margaret Kearney	2- 8-79	"	850
Fred F. Rex	9- 1-98	"	800
George A. Thompson*	7-25-98	Page	750
Anna C. Reque	5-17-99	Clerk	600
John Gawron	1-20-03	Page	450
Louis Englestein	6- 9 03	"	400
<i>Reading Room (including Back Number Room):</i>			
Reidar Arentz	6-28-84	Superintendent	1400
Frank Schmidt	4-11-91	Clerk	700
Jas. H. Biddle	11-15-97,'99; 2-17,'04	"	400
<i>Patent Department (including Public Documents, Books for the Blind, and Bound Newspapers:)</i>			
Charles R. Barnes	3-24-88	Superintendent	950
Edward Henwood	4-11-91	Clerk	700

*Temporarily detailed to Blackstone Branch.

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Binding Department:

J. Ritchie Patterson	10-14-82	Superintendent	1400
Mary M. Hishen	1-14-88	Clerk	800
Margaret Crain	9-28-89	"	750
Anna FitzGerald	2-12-81	"	600
Stephanie Skorazinska	11-28-85	"	550
Agnes Donoghue	4-14-94	"	550
Agnes Thorsell	11-26-00	"	500

Delivery Stations Department:

William A. Purer	11-26-79	Superintendent	1700
Otto Goldberger	6-28-84	Clerk	1050
Emanuel Holy	4-12-90	"	900
Thomas B. Martens	11- 9-89	"	750
John Toman	10-25-90	"	750
Christian Sonne	4-23-92	"	700
George F. Bell	4-14-94	"	650
George S. King	8-24-95	"	600
Edward H. Blohm	1-26-98	Page	550
Joseph A. Marshall	11- 4-01	"	425
Matthew McBride	3-20-02	"	425
Longin Tuma	1-20-03	"	425
Aleck L. Bernstein	1-20-03	"	400
John S. Kozlowski	1-20-03	"	425
Joseph Shaffer	1-21-03	"	400
George L. Williams	1-21-03	"	400
Oscar S. Lippert	1-21-03	"	400
William Renner	2-18-03	"	400
George W. Patterson	3-12-03	"	400
Hymen Samuels	5-11-03	"	400
George C. Osby	6- 1-03	"	400
Robert McNamara	6-16-03	"	425
John J. Smith	9-24-03	"	400
William H. Grumley	9-25-03	"	409
1 Page		"	400

Telephone Operator:

Rebecca M. Burke	10-27-97	Telephone Operator	550
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Evening, Sunday and Holiday Service:

Charles Lhotka	4-13-83	Superintendent	1100
Olaf Olafsson	9- 9-95	Reference Clerk	550
Richard C. Neubauer	2-13-97	Page	550
Albert E. Evans	4-30-98	"	400
Myer Linker	6-11-01	"	400
Arthur A. Anderson	9-26-01	"	400

Branch Reading Rooms:

Samuel Rogalski	11- 9-89	Superintendent, Milwaukee Av.	900
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James C. Barbee	1-12-89	Superintendent, State St.	900
Julius C. Greenbaum	9- 1-98	Superintendent, W. Madison St.	900
Christian A. Lange	2-14-91	Superintendent, North Av.	900
John A. Young	6-27-91	Superintendent, Blue Island Av.	900
<i>Blackstone Memorial</i>			
Branch Library:			
Thomas P. Conry	2-20-04	Engineer-janitor	900
<i>Janitor's Department:</i>			
Janitors:			
James J. Linehan	9- 1-97	Chief Janitor	1400
Newton S. Purviance	5-15-81	Janitor	700
Frank Bergman	9- 3-98	"	750
Emil Schoenbacher	6-19-86	"	650
James C. King	8-24-95	"	650
Thomas O'Hare	12- 6-00-02		
	6-25-03	Carpenter	780
James Horan	4-26-98		
	7-20-03	Marble Cleaner	780
1 Marble Cleaner		" "	600
Gustave Schulz	7-27-01	Window Washer	600
Peter Anderson	4-18-03	"	600
1 Window Washer		"	540
John A. Johnson	12-16-98	Janitor	600
John Christian	3-31-99	"	600
William McDearmed	8-22-00	" "	600
William P. Shanley	8-22-00	"	600
William J. Beck	4-15-03	" "	540
Joseph A. Gadwood	8- 1-03	"	540
<i>Janitresses:</i>			
Annie Marzi	10- 5-97	Janitress	520
Sophia Ramsey	10- 5-97	"	520
Catherine Murray	10-14-97	"	520
Ellen McDonald	10-16-97	"	520
Annie Wandel	6- 6-00	"	520
Gertrude Martin	12-12-01	"	520
<i>Watchmen:</i>			
Christian Ullrich	5-27-93	Watchman	1,000
Aaron S. Einstein	9- 8-88	"	850
<i>Elevator Operators:</i>			
John I. Byrne	10-22-97	Elevator Operator	600
Abraham L. Harris	11-10-97	" "	600
Charles McDonough	11-22-97	" "	600
Charles F. Jackson	11- 3-03	" "	600
1 Elevator Operator		" "	600

*Engineers' Department:**Engineers:*

Jacob Reitz	1-25-97	Chief Engineer	2200
Charles I. Moulton	2- 2-97	First Assistant Engineer	1500
Ernest A. Hart	8-16-97	Second Assistant Engineer	1400
Robert G. Allison	4-19-98	Assistant Engineer	1300
Peter G. Ledeboer	1-14-01-02		
	11- 9-03	Mech. & Elect. Engineer	1200

Firemen:

Amby J. Beery	11-26-97	Fireman	720
John Guthrie	5- 9-98	"	720
James T. Higgins	12- 5-03	"	720

Coal Passers:

John Clarke	10-13-99	Coal Passer	600
John Murray	7- 7-03	" "	600

Oilers:

Thomas Guthrie	10- 4-97	Oiler	780
Thomas Davis	4-12-98	"	780

Laborer:

John A. Burke	10- 1-03	Laborer	1.75 per day
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Drivers:

George A. Wiborg	5- 1-02	Driver	660
Frederick C. Lutter	7- 1-02	"	660
Thomas J. Sullivan	5- 6-03	"	600
William F. Weber	11- 3-03	"	600
John D. Barchard	4- 6-04	"	600

Director Eckhart moved that the Board rise from executive session and that the Secretary of the Board resume his duties.

Carried.

B. J. CIGRAND,
Temporary Secretary.

Director Brosseau moved that the roster of employes with their positions and salaries be adopted by the Board

for the year 1904-'05 as agreed upon in executive session.

Carried.

Yeas—Directors Bowers, Brosseau, Lowe, Despres, Lindstrand, Cigrand, Fyffe and the President—8.

Nays—None.

On motion of Director Bowers, the Board adjourned.

W. B. WICKERSHAM,
Secretary.

BOARD OF DIRECTORS
OF THE
CHICAGO PUBLIC LIBRARY.

REGULAR MEETING.

CHICAGO, MONDAY, MAY 9, 1904.

OFFICIAL RECORD.

There were present the President, Director Eckhart in the chair and Directors Bowers, Brosseau, Lindstrand and Cigrand.

Absent—Directors Lowe, Despres, Egan and Fyffe.

MINUTES APPROVED.

Director Bowers moved that the minutes of the regular meeting held April 25, 1904, be amended by striking out \$650 set opposite the name of Katharine Donovan as her salary for the year beginning May 1st and inserting instead thereof \$700.

The motion prevailed.

Yeas—Directors Bowers, Brosseau, Lindstrand, Cigrand and the President—5.

Nays—None.

Director Bowers moved that the minutes of last meeting, as amended, be approved, without being read.

Carried.

COMMUNICATIONS.

Communications were received as follows:

From Stanley McCormick, through Director Bowers, urging the necessity of a reading room in the neighborhood of Gad's Hill Center, Twenty-second and Robey streets.

Referred to the Committee on Delivery Stations.

From L. Scattergood, 1222 Bryn Mawr avenue, Edgewater, praying the Board to establish a delivery station at his number.

Referred to the Committee on Delivery Stations.

From Kessler Bros., keepers of delivery station No. 1, North, notifying the Board of their removal from No. 378 Orleans street to No. 420 Wells street, and asking to be allowed to, also, remove the delivery station to that number.

Referred to the Committee on De-

livery Stations.

From John H. Halkens, 389 E. Division street, praying the Board to remove delivery station No. 1 North to his care at the above number.

Referred to the Committee on Delivery Stations.

From Miss Otilie Goldberger, clerk, praying the Board to grant her an extension of her leave of absence until July 1, 1904, on account of the illness of her mother.

Director Bowers moved that the request of Miss Goldberger be granted.

Carried.

From Mrs. Anna FitzGerald, clerk, praying the Board to grant her a leave of absence on account of illness and enclosing a physician's certificate that Mrs. FitzGerald will not be able to resume her duties for considerable time to come.

Referred to the Committee on Administration.

From Hymen Samuels, page, and John A. Burke, laborer, tendering their resignations as employes of the Board.

Director Bowers moved that the resignations of Messrs. Samuels and Burke be accepted and that the Librarian be authorized to make a requisition upon the Civil Service Commission for a page and laborer to fill their places.

Carried.

From Matthew J. McBride, page, praying the Board to allow time lost through sickness (April 23d to April 30th, inclusive) to apply on his vacation.

Referred to the Committee on Administration with power to act.

From the firemen and coal passers in the employ of the Board praying that they be paid the same salaries as are paid to men similarly employed in other city plants.

Referred to the Committee on Administration.

COMMITTEE ON LIBRARY.

Director Brosseau, Chairman, presented the following recommendations agreed upon by the Committee:

That the following books be ordered purchased:

A list of current American books, comprising 62 volumes, estimated to cost \$70; a list of English books, comprising 14 volumes, estimated to cost \$30.

Also, that the following schedule of bills for special books and miscellaneous periodicals, amounting to \$53.59, be ordered paid from the incidental fund.

Director Brosseau moved that the recommendations of the Committee be concurred in.

Carried.

Yeas—Directors Bowers, Brosseau, Lindstrand, Cigrand and the President—5.

Nays—None.

Director Brosseau, also, presented the following bills audited and approved and moved that they be ordered paid.

Carried.

Yeas—Directors Bowers, Brosseau, Lindstrand, Cigrand and the President—5.

Nays—None.

A. C. McClurg & Co., books..	\$1,447.34
Francis P. Harper, books.....	27.45

Preston & Rounds Co., books.	30.00
Geo. E. Warner, books.	24.15
Geo. E. Koehler, binding.	332.75
P. Ringer & Hertzberg, binding	13.60
Joseph Flucke, binding.	777.80
John Schonenberger & Son, binding ...	146.65
The Barrett Bindery Co., binders	51.84
Matthew Bell & Co., binding £15/10 (est.)	75.64
Peterson Linotype Co., composition for finding list.	158.25
Bradner Smith & Co., miscellaneous paper	40.64
N. B. Barlow Printing Co., printing	61.00
Cameron, Amberg & Co., catalog card slips, etc.	50.00
Geo. E. Cole & Co., miscellaneous stationery	26.45
Empire Paper Co., paper	30.52
Central Printing & Engraving Co., printing	7.50
Library Bureau, guide cards.	36.00
The Oliver Typewriter Co., typewriting ribbons	6.00
The Hammond Typewriter Co., typewriting supplies...	9.50
W. B. Wickersham, Sec'y, cash expenditures for April, '04	202.32

\$3,555.40

Director Brosseau presented a prospectus and specimen pages of "Makers of Canada," a work to consist of 20 volumes at \$5 each with 10 per cent discount, to be completed in three years, and recommended on behalf of the Committee that it be ordered purchased.

Director Brosseau moved that the recommendation of the Committee be

concurrent in.

Carried.

Director Brosseau also stated that "The Great Masters in the Louvre Gallery," a work published at \$120, had been offered to the Public Library for the sum of \$60 and recommended, on behalf of the Committee, that it be purchased at this price, and be paid for from the Ryder fund.

Director Cigrand moved that the recommendation of the Committee be concurrent in.

Carried.

Director Brosseau presented the report of the Librarian for April, 1904, and it was received and ordered printed and filed.

He, also, reported back the communication of Mrs. Geo. M. Moulton asking for a portion of the worn-out books of the Library for a girls' industrial school at Geneva, Ill., and recommended that the Secretary communicate with Mrs. Moulton and say that the matter has been referred to the Librarian with power to act.

Concurred in.

Director Brosseau, also, reported back the communication from the National Educational Association requesting the Board, as a member of that Association, to indicate its choice upon the question of appointing a committee to head the simplified spelling movement in accordance with the request of certain state teachers' associations and to make the appropriation as requested by the same organization.

Director Bowers moved that the Librarian be instructed to sign the petition enclosed with said communication indicating the concurrence of

the Library Board with the movement for simplified spelling.

Carried.

COMMITTEE ON ADMINISTRATION.

Director Bowers, Chairman, in the absence of a meeting of the Committee on Administration, moved that the business in its hands be taken up and be transacted in open Board.

Carried.

Director Bowers reported back the communication of A. S. Einstein, night watchman, praying the Board to grant him the first Sunday in each month as a "day off."

Director Lindstrand moved that the request of Mr. Einstein be granted.

Carried.

Director Bowers stated that an additional carpenter and wood finisher is needed for temporary employment in the branch reading rooms for the purpose of refitting book cases, repairing furniture and refinishing the same for a period not to exceed 90 days.

Director Linstrand moved that a requisition be made upon the Civil Service Commission for a carpenter and wood finisher for temporary employment not to exceed 90 days.

Carried.

Director Bowers stated that in order to allow the janitors, elevator operators and janitresses to take their vacations during the summer it would be necessary to employ substitutes to take their places during their absence and recommended that a requisition be made upon the Civil Service Commission for one elevator operator for 11 weeks, one janitor for 17 weeks and one janitress for 18 weeks, with

salaries at the rate paid for the respective service.

Director Cigrand moved that the Librarian be authorized to make a requisition for an elevator operator, a janitor and a janitress in accordance with the recommendation.

Carried.

Director Bowers moved that the Librarian be authorized to make a requisition upon the Civil Service Commission for one engineer for a period of 95 days at the rate of \$100 per month to take the place of the various engineers during their vacation.

Carried.

Director Bowers, also, moved that the Librarian be authorized to make a requisition upon the Civil Service Commission for one driver for a period of 12 weeks at a rate of \$50 per month to take the place of the drivers during their vacation period.

Carried.

COMMITTEE ON DELIVERY STATIONS.

Director Bowers, for the Committee, presented the following bills, audited and approved, and moved that they be ordered paid.

Carried.

Yeas—Directors Bowers, Brosscau, Lindstrand, Cigrand and the President—5.

Nays—None.

Isaac Shillington, boarding horses	\$105.00
Auburn Livery & Express Co., boarding horses	85.40
Agnew Brothers, boarding horses	93.97
J. H. Wilson, shoeing horses...	5.75
Harrington & Co., shoeing horses	25.00

Chas. E. Cable, harness supplies	5.10
John J. McGrath, delivery station sign	6.00
Wayman & Murphy, repairing wagons	33.95
	\$360.17

Director Bowers stated that he had been solicited by the Ritchie Carpet Company, 347 E. Division street, to allow delivery station No. 1 North to remain in that immediate neighborhood; the former keepers being about to move several blocks away.

The request was referred to the Committee on Delivery Stations.

COMMITTEE ON BUILDINGS AND GROUNDS.

The Secretary presented the following recommendations agreed upon by the Committee:

That the proposal of J. F. McGuire to sprinkle the streets and court around the Library building from May 1st to November 1st be accepted.

After some discussion the matter was referred back to the Committee with power to act.

That the brick work of boilers No. 1 and 2 be rebuilt at an estimated cost of \$125.

Director Cigrand moved that the recommendation be concurred in.

Carried.

Yeas—Directors Bowers, Brosseau, Lindstrand, Cigrand and the President—5.

Nays—None.

That the following furniture and fixtures be provided for the branch reading rooms:

Five rugs, estimated to cost \$20 each; two steel mats, estimated to cost \$5 each, 60 feet of oak book cases, estimated to cost \$2.50 per foot,

and three dozen chairs, estimated to cost \$18 per dozen.

Director Brosseau moved that the Secretary be requested to obtain bids for the 60 feet of oak book cases needed for the branch reading rooms.

Carried.

Director Cigrand moved that the recommendation to purchase rugs, mats and chairs for the branch reading rooms be concurred in.

Carried.

Yeas—Directors Bowers, Brosseau, Lindstrand, Cigrand and the President—5.

Nays—None.

Director Bowers moved to reconsider the last preceding vote.

Carried.

Director Bowers moved to amend the motion by striking out the word "rugs."

Carried.

The motion as amended authorizing the purchase of mats and chairs then prevailed.

The Secretary stated that there were not sufficient tempering coils in the cold air in-takes to prevent the water in the air washing chambers from freezing when the outside temperature is below 18° above zero; that on account of this the air washing chambers must frequently be closed during the cold periods. That when the water is shut off all the dirt and soot in the air is carried directly into the building and is deposited on the walls, books and furniture. That the expense of adding sufficient coils to overcome the difficulty is estimated at \$1,200 or upwards.

Director Bowers moved that the Secretary be authorized to prepare

specifications and advertise for bids for additional heating coils to prevent the freezing of the water in the air washing chambers during extremely cold weather.

Carried.

Director Lindstrand presented the following bills audited and approved and moved that the bills be ordered paid.

Carried.

Yeas—Directors Bowers, Brosseau, Lindstrand, Cigrand and the President—5.

Nays—None.

Frederick Herhold, rent, etc.

Milwaukee Av. reading room. \$ 60.00

Geo. R. Nichols, rent, etc. Blue

Island Av. reading room. 60.00

Maurice Dunne, rent, etc. State

St. reading room. 62.50

Ernst Stock, rent North Av.

reading room 55.00

Chas. G. Haddock, rent W. Mad-

ison St. reading room. 60.00

The Peoples Gas Light & Coke

Co., gas 24.00

Ogden Gas Co., gas. 5.78

Commonwealth Electric Co.,

lighting Blackstone library. 40.27

Morris W. Hartwell, coal. 395.24

Wisconsin Lakes Ice Co., ice. 10.74

City Collector, City of Chicago,

street car books, etc. 10.65

King's Model Laundry Co., laun-

dering towels 57.24

Chicago Journal, advertising. 15.02

Bullard & Gormley Co., hard-

ware 16.59

John Mohr & Sons, tube hole

plates 25.00

Gallagher & Speck, repairing

tools 7.35

D. J. Gallagher Mfg. Co., white

waste 10.35

McMaster-Davis Supply Co., en-

gineer's supplies 15.68

Bartell Bros., oil. 12.75

The Jandus Electric Co., elec-

tric supplies 34.48

Wm. Dilley, brooms. 54.00

Wm. E. Rollo, insurance on

building (temporary). 88.38

Chas. Brock-Jones & Co., insur-

ance on building. 40.00

J. J. Coffey & Co., insurance on

building 63.00

Critchell, Miller, Whitney & Bar-

bour, insurance on building. 21.00

DeRoode, Faulkner & Ettelson,

insurance on building. 42.00

Thos. P. Hallinan, insurance on

building 42.00

Germania Fire Insurance Co.,

insurance on building. 42.00

Fred S. James & Co., insurance

on building 168.00

Klee, Rogers & Cory, insurance

on building. 420.00

O. A. Lewis & Co., insurance on

building 21.00

J. H. Lenehan, insurance on

building 42.00

Adolph Loeb & Son, insurance

on building 84.00

A. Madsen, insurance on build-

ing 42.00

Moore, Janes, Lyman & Herrick,

insurance on building. 84.00

Raftree & Wilber, insurance on

building 21.00

Wiley, Jennings, Corlies & Ma-

gill, insurance on building. 42.00

The Western Underwriters As-

sociation, insurance on bldg. 84.00

The James H. Rice Co., paint,

varnish, etc. 20.28

Edward E. Skeele, oak. 5.76

Chas. H. Mears & Co., lumber..	28.00
The J. L. Mott Iron Works, plumbing supplies	37.82
Edward Smith & Co., metal coating	72.50
Chicago Title & Trust Co., bringing down abstract.....	15.50
W. E. Beaudry, planting shrubs and tree	32.00
W. B. Wickersham, Sec'y, cash expenditures for April, 1904.	65.78
	\$2,656.66

Director Lindstrand, also, stated that in accordance with authority given by the Board at last meeting the Committee had agreed to pay the rent for the store at 1202 Milwaukee avenue in advance for the month of May, 1904, and presented a voucher for the same, amounting to \$65, and recommended that it be paid.

The recommendation was concurred in.

COMMITTEE ON FINANCE.

Director Bowers in the absence of a majority of the Committee moved that the business in its hands be taken up and be transacted in open Board.

Carried.

Director Bowers presented the fol-

lowing bills and moved that they be ordered paid.

Carried.

Yeas—Directors Bowers, Brosseau, Lindstrand, Cigrand and the President—5.

Nays—None.

International Audit Co., audit- ing accounts	\$ 25.00
Ernest Hummel, City Treasurer, interest on anticipation time warrants	852.34
	\$877.34

Director Bowers, also, stated that during the interim between last meeting and this the President and Secretary had prepared and signed a voucher for \$671.29 in favor of Ernest Hummel, City Treasurer, covering interest on anticipation time warrants and moved that the action of these officers be approved by the Board.

Carried.

Yeas—Directors Bowers, Brosseau, Lindstrand, Cigrand and the President—5.

Nays—None.

On motion of Director Bowers, the Board adjourned.

W. B. WICKERSHAM,
Secretary.

REPORT OF LIBRARIAN FOR APRIL, 1904.

CIRCULATION OF BOOKS.

The number of books taken from the Library for home use during the month of April was 115,805, against 95,854 for the corresponding month of the previous year. The circulating department was open on 25 week days. The daily average week day circulation was 4,612.

REFERENCE ROOM.

	1904.	1903
Number of recorded visitors.....	11,461	7,373
Books issued from stacks.....	32,390	20,605

No record was kept of the number of visitors who consulted the books on the open shelves.

ROOM FOR ART BOOKS.

Visitors, 882, Books consulted, 2,959.

PATENTS AND PUBLIC DOCUMENTS.

	1904.	1903.
Number of visitors.....	1,796	1,660
Volumes consulted.....	8,455	7,770

BOUND NEWSPAPERS AND BOOKS FOR THE BLIND.

Visitors, 249. Bound newspapers consulted, 356. Books for the blind circulated, 101.

READING ROOM.

Periodicals issued at counter, 11,303. No record kept of use of periodicals and newspapers on open stands and racks. Mean attendance per hour, 228. Average maximum attendance per hour, 307.

BRANCH READING ROOMS.

	No. 1.	No. 2.	No. 3.	No. 5.	No. 6.
Number of visitors.....	1,808	2,604	2,461	2,800	5,215
Periodicals issued.....	1,218	2,316	2,341	3,460	3,524
Books issued.	711	1,079	1,000	940	1,691
Average Sunday visitors	33	106	59	62	179
Women visitors.....	38	508	227	157	469

BLACKSTONE MEMORIAL BRANCH LIBRARY.

Mean attendance per hour, 18. Average maximum attendance per hour, 50

No record kept of use of books and periodicals, which are on open shelves and racks.

DELIVERY STATIONS.

The number of books issued from 68 delivery stations was 68,071, against 51,223 from 69 stations for the same month of the preceding year.

REGISTRATION.

The number of cards issued on new registrations and re-registrations was 2,773, of which 1,513 were issued to males and 1,260 to females. The registration of April, 1903, was 2,172. The number of two-year cards outstanding is 61,979.

BINDING DEPARTMENT.

Number of books at binderies April 1, 1904.....	3,382
Number of books sent to binderies in April	3,692

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Total number of books at binderies in April.	7,074
Number of books received from binderies in April	3,197
Number of books at binderies April 30, 1904	3,877
Number of books repaired in Library in April	5,156

GROWTH OF THE LIBRARY.

The total number of volumes in the Library April 30, 1904, was 239,565
Received since June 1, 1903, 10,197; since April 1, 1904, 2,145. Books worn out and
condemned since June 1, 5,396; since April 1, 584. Books lost and paid for since
June 1, 395; since April 1, 35. Books found and money refunded since
June 1, 72; since April 1, 1.

FRED'K H. HILD,
Librarian.

Chicago, May 9, 1904.

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BOARD OF DIRECTORS OF THE CHICAGO PUBLIC LIBRARY.

REGULAR MEETING.

CHICAGO, MONDAY, MAY 23, 1904.

OFFICIAL RECORD.

On account of the inability of a majority of the Board to attend no meeting was held.

W. B. WICKERSHAM,
Secretary.

SPECIAL MEETING.

CHICAGO, THURSDAY, MAY 26, 1904.

OFFICIAL RECORD.

There were present the President, Director Eckhart in the chair and Directors Brosseau, Lindstrand, Egan, Cigrand and Fyffe.

Absent—Directors Bowers, Lowe and Despres.

The Secretary read the following call:

“Chicago, May 24, 1904.

“W. B. WICKERSHAM, ESQ.,

Sec’y Public Library Board, Chicago.

“DEAR SIR:—Please call a special meeting of the Board of Directors of the Chicago Public Library for three o’clock p. m., Thursday, May 26, 1904, for the purpose of considering the business of a regular meeting, namely:

“1. Reading the records of previous

meeting.

“2. Communications.

“3. Unfinished business.

“4. Reports from standing committees.

“5. Reports from special committees.

“6. Reports of officers.

“7. New business.

“Very respectfully,

“JOHN W. ECKHART,

“President.”

MINUTES APPROVED.

On motion of Director Egan, the minutes of the regular meeting held May 9, 1904, were approved as recorded and printed, without being read.

COMMUNICATIONS.

The following communications were received and were referred to the Committee on Delivery Stations, the first, with power to act:

From Thos. W. Ritchie, recommending S. Hicks as a suitable person to conduct delivery station No. 1, North.

From Adolph Holy, accompanied by

a petition of citizens residing in the vicinity of 1268 Homan avenue, praying the Board to establish a delivery station at that number.

From Joseph A. Andel, accompanied by a petition from citizens in the vicinity of 541 Blue Island avenue, praying the Board to establish a reading room at that number.

From Aldermen Ehemann and Schmidt of the twenty-fourth ward, accompanied by a petition of citizens residing in the vicinity of 876 Clybourn avenue, praying the Board to establish a delivery station at that number.

A communication was received from Geo. D. Rice, chaplain, 27th infantry, Fort Sheridan, Illinois, requesting the gift of about 50 worn-out story books for the use of the soldiers at that Fort.

Referred to the Committee on Library.

The following communications were received and were referred to the Committee on Administration:

From Miss Anita C. Davies, clerk, praying the Board to grant her compensation for time lost from April 28th to May 14th, inclusive, on account of her own sickness and the sickness and death of her sister.

From Miss Anna J. Ferguson, praying the Board to allow her compensation for eight days lost in the current month on account of the sickness and death of her father.

From James T. Higgins, fireman, praying the Board to grant him a leave of absence, without pay, for a period of thirteen days in addition to his vacation.

A communication was received from Peter Anderson, window washer, pray-

ing the Board to grant him the pay given to scaffold window washers from April 6th to April 30th, inclusive, he having been transferred to this position on April 6, 1904.

Director Brosseau moved that the petition of P  ter Anderson be granted and that he be paid at the rate of \$600 per annum for the time mentioned.

Carried.

A communication was, also, received from Mrs. T. B. Martens, widow of T. B. Martens, clerk in the delivery station department, who died May 14th inst., praying the Board to grant her such an amount of money as would have been due her husband had he lived and worked until May 1.

Director Brosseau moved that the Board allow Mrs. Martens the salary of her husband for three weeks which he would have been entitled to as vacation had he lived.

Carried.

COMMITTEE ON LIBRARY.

Director Brosseau, Chairman, presented a list of current American books, comprising 105 volumes, estimated to cost \$125; also, a list of bills for continuations, special books, etc., amounting to \$54.75, agreed upon by the Committee and moved that the books be ordered purchased and that the bills be paid from the incidental fund.

Carried.

Yeas—Directors Brosseau, Lindstrand, Egan, Cigrand, Fyffe and the President—6.

Nays—None.

Director Brosseau, also, presented the report of the Committee for 11 months ended April 30, 1904, and it was received and ordered to be filed.

Director Brosseau, also, announced the gift to the Board from ex-Mayor Hempstead Washburne of 16 volumes, consisting of placards, posters, newspapers, etc., collected by his father, the late Hon. Elihu B. Washburne, while he was Minister to France, and moved that the gift of Mr. Washburne be accepted and that the Secretary be directed to communicate to him the sincere thanks of the Board for his interesting and valuable donation.

Carried.

COMMITTEE ON ADMINISTRATION.

Director Cigrand in the absence of a majority of the Committee moved that the business in its hands be taken up and be transacted in open Board.

Carried.

Director Cigrand then presented the report of the Committee for 11 months ended April 30, 1904, and moved that it be received and be placed on file.

Carried.

Director Cigrand, also, presented the following report and moved that it be adopted and that the recommendations contained therein be concurred in.

Carried.

*To the President and Board of Directors,
Chicago Public Library.*

GENTLEMEN:—Your Committee on Administration begs leave to report as follows upon matters referred to it at last meeting:

In the matter of the petition of Mrs. Anna Fitzgerald for an indefinite leave of absence on account of sickness, your Committee recommends that a leave of absence be given her until June 1st next; the granting of a leave for an indefinite period being, in the opinion of your Committee an unwise policy.

Your Committee recommends that the petition of Matthew J. McBride, page, asking that seven days absence

in April last be counted as vacation, be granted.

Your Committee asks further time in which to report upon the petition of the firemen and coal passers for increase in salary.

All of which is respectfully submitted.

J. F. BOWERS,

B. J. CIGRAND,

Committee on Administration.

Chicago, May 23, 1904.

COMMITTEE ON DELIVERY STATIONS.

Director Brosseau, in the absence of a majority of the Committee, moved that the business in its hands be taken up and be transacted in open Board.

Carried.

Director Brosseau, then presented the report of the Committee for 11 months ended April 30, 1904, and moved that it be received and be filed.

Carried.

COMMITTEE ON BUILDINGS AND GROUNDS.

Director Egan, Chairman, reported back the proposal of J. F. McGuire, to sprinkle the streets around the four sides of the Library building from May 1st to November 1st for the sum of \$30 per month, and recommended on behalf of the Committee that the proposal be accepted.

Director Egan moved that the recommendation of the Committee be concurred in.

Carried.

Yeas—Directors Brosseau, Lindstrand, Egan, Cigrand, Fyffe and the President—6.

Nays—None.

Director Egan stated that in order to secure safety to the window washers and marble cleaners while cleaning the front wall of the Washington street entrance hall it was desirable

that an iron track be fastened to the wall just above the marble of sufficient size and strength to carry ladders hung upon it by grooved wheels in such manner that they may be pushed from side to side from which the workmen may safely perform their labors; that plans of this improvement had been submitted to the architects of the building who had approved the same, and an estimate had been obtained showing that the cost will be about \$285. He recommended, on behalf of the Committee, that three bids for the work be obtained which shall be reported at next meeting of the Board.

The recommendation was concurred in.

Director Egan reported that ten bids for supplying the Library with run of mine smokeless coal for the year ending May 31, 1905, had been opened on May 20th inst. in accordance with the advertisement, but that the Committee believed more satisfactory proposals would be obtained by rejecting all the bids and readvertising. He moved that all bids for coal be rejected and that the Secretary be directed to advertise for new bids, and that only those bidders whose coal has not been already tested will be asked to submit samples for testing.

Director Fyffe moved that the further consideration of the bids for furnishing coal for the ensuing year be referred back to the Committee on Buildings and Grounds with instructions to report upon the same at next meeting.

Carried.

COMMITTEE ON FINANCE.

Director Fyffe in the absence of a

majority of the Committee moved that the business in its hands be taken up and be transacted in open Board.

Carried.

Director Fyffe then presented the following schedule of bills for interest on anticipation warrants payable to Ernest Hummel, City Treasurer, executed by the President and Secretary since the last meeting of the Board, and moved that the action of these officers be concurred in.

Carried.

Yeas—Directors Brosseau, Lindstrand, Egan, Cigrand, Fyffe and the President—6.

Nays—None.

Ernest Hummel, City Treasurer, interest on anticipation warrants paid by the President and Secretary since last meeting:

May 17, 1904	\$503.43
May 20, 1904	273.70
May 23, 1904	167.12
	\$944.25

NEW BUSINESS.

Director Brosseau stated that since the erection of the Library building there has been a demand for a handbook, giving a description and some views of the building, and information for the patrons of the Library. He stated that the plan of a handbook had been prepared which, including the necessary halftones, would cost from \$150 to \$200 for 10,000 copies and moved that the Librarian be authorized to complete its preparation and publish the same at an expense not to exceed \$200.

Carried.

Yeas—Directors Brosseau, Lindstrand, Egan, Cigrand, Fyffe and the President—6.

Nays—None.

On motion, the Board adjourned.

W. B. WICKERSHAM,
Secretary.

BOARD OF DIRECTORS
OF THE
CHICAGO PUBLIC LIBRARY.

REGULAR MEETING.

CHICAGO, MONDAY, JUNE 13, 1904.

OFFICIAL RECORD.

There were present the President, Director Eckhart, in the chair and Directors Brosseau, Despres, Lindstrand and Fyffe.

Absent—Directors Bowers, Lowe, Egan and Cigrand.

MINUTES APPROVED.

On motion of Director Despres, the minutes of the regular meeting of May 23, and of the special meeting of May 26, 1904, were approved as recorded and printed, without being read.

COMMUNICATIONS.

A communication was received, through the President of the Board, from the Electric Vehicle Company submitting a proposition to furnish an electric automobile to the Library for delivery station purposes for the sum of \$2,500.

Referred to the Special Committee on the consideration of automobiles for delivery station work.

Communications were, also, received as follows:

From Joseph Bunata, Secretary of Tel Jednota Sokol Slavasky, notifying the Board of the passage of a resolution by that society favoring the establishment of a branch reading room in the vicinity of Blue Island avenue and Eighteenth street.

Referred to the joint Committee on Buildings and Grounds and Delivery Stations.

From A. I. Movitt, 460 Ashland boulevard, praying the Board to establish a delivery station at that number.

Referred to the Committee on Delivery Stations.

From citizens in the vicinity of 420 Wells street, praying the Board to authorize Kessler Bros. to transfer station No. 1, North, from 378 Orleans street to 420 Wells street.

Referred to the Committee on Delivery Stations.

From Martin Schnee, former wood

finisher, praying the Board to re-instate him in his old position.

Referred to the Committee on Administration.

From Elie Hudon, clerk, praying the Board to grant him two weeks' leave of absence in addition to his vacation time.

Referred to the Committee on Administration.

From Thos. O'Hare, carpenter, praying the Board for a leave of absence of two months, beginning July 1st.

Referred to the Committee on Administration.

From Joseph J. McCarthy, cataloguer, praying the Board to grant him compensation for two weeks lost on account of illness at home.

Referred to the Committee on Administration.

From Matthew J. McBride, page, tendering his resignation as an employé of the Board.

Director Brosseau moved that the resignation of Mr. McBride be accepted.

Carried.

COMMITTEE ON LIBRARY.

Director Brosseau, Chairman, presented the following lists of books agreed upon by the Committee:

A list of current American books, comprising 49 volumes, estimated to cost \$62; a list of English books, comprising 44 volumes, estimated to cost \$125. Also, a list of bills for special books, continuations and miscellaneous periodicals, amounting to \$69.14.

Director Brosseau moved that the lists of books be ordered purchased and that the bills be paid from the

incidental fund.

Carried.

Yeas—Directors Brosseau, Despres, Lindstrand, Fyffe and the President—5.

Nays—None.

Director Brosseau stated that the Committee recommended the purchase of an Oliver typewriter for the registry department for the net sum of \$60, and moved that the recommendation be concurred in.

Carried.

He, also, presented the following bills, audited and approved and moved that they be paid.

Carried.

Yeas—Directors Brosseau, Despres, Lindstrand, Fyffe and the President—5.

Nays—None.

A. C. McClurg & Co., books...	\$ 973.87
Em. Terquem, books, Francs 2,602 (est.)	520.56
G. E. Stechert, periodicals, etc.	9.19
P. Ringer & Hertzberg, binding	30.20
Joseph Flucke, binding	549.59
Geo. E. Koehler, binding.....	275.00
John Schonenberger & Son, binding	197.90
The Barrett Bindery Co., binders.	21.84
Peterson Linotype Co., composition on bulletin, etc.....	145.35
Bradner Smith & Co., paper...	61.74
Cameron, Amberg & Co., printing blanks, etc.....	31.10
J. W. Butler Paper Co., paper..	8.70
Dennison Mfg. Co., labels.....	28.73
N. B. Barlow Printing Co., printing minutes	52.50
Library Bureau, Acme pockets.	125.84
Remington Typewriter Co., ribbons, etc.	7.00
Geo. E. Cole & Co., stationery.	6.70
W. B. Wickersham, Sec'y, cash expenditures for May, 1904.	172.29
	\$3,218.10

Director Brosseau, also, presented the Librarian's report for the month

of May, 1904, and it was ordered printed and filed.

Also the petition of Geo. D. Rice, Chaplain of the 27th Infantry, Fort Sheridan, and recommended that the Librarian be authorized to supply Mr. Rice, with a portion of the worn-out books from the stock on hand.

The recommendation was concurred in.

COMMITTEE ON ADMINISTRATION.

Director Despres moved that the business in the hands of the Committee be taken up and be transacted in open Board.

Carried.

The Secretary then read the following report:

To the President and Board of Directors, Chicago Public Library:

GENTLEMEN:—Your Committee on Administration begs leave to report upon various matters coming under its jurisdiction, as follows:

1. That the petition of James T. Higgins, fireman, asking for a leave of absence of thirteen days in addition to his vacation allowance, be granted, without pay.

2. That the petition of Miss Anita C. Davies, clerk, asking for pay for seventeen days' absence during April and May, 1904, be granted, and that said time be deducted from her vacation allowance.

3. That the petition of Miss Annâ J. Ferguson, clerk, asking for pay for eight days' absence during the month of May, 1904, be granted, and that said time be deducted from her vacation allowance.

4. That the recommendation of the Board of May 9, 1904, for the temporary employment of a wood-finisher be reconsidered, and that a requisition be made upon the Civil Service Commission for one wood-finisher to fill the vacancy created by the reduction of the janitor force by the Board on

April 29, 1902, your Committee deeming it necessary that this position be now filled.

5. That Christian Sonne, clerk, be promoted to fill the vacancy created by the death of Thomas B. Martens, clerk in the delivery stations department, at a salary of \$750 per year.

All of which is respectfully submitted.

.....
.....
.....

Committee on Administration.

Chicago, June 13, 1904.

Director Brosseau moved that the report be adopted and that the recommendations contained therein be concurred in.

Carried.

COMMITTEE ON DELIVERY STATIONS.

Director Despres, Chairman, reported that in accordance with the authority given the Committee at last meeting it decided to allow delivery station No. 1, North, to remain at 378 Orleans street in care of Sidney Hicks.

He, also, reported the death of a horse and moved that the Committee be given authority to purchase another.

Carried.

Yeas—Directors Brosseau, Despres, Lindstrand, Fyffe and the President—5.

Nays—None.

Director Despres presented the following bills, audited and approved, and moved that they be ordered paid.

Carried.

Yeas—Directors Brosseau, Despres, Lindstrand, Fyffe and the President—5.

Nays—None.

Isaac Shillington, boarding horses.	\$ 80.00
Auburn Livery & Express Co., boarding horses	90.00
Harrington & Co., shoeing horses.	12.50

J. H. Wilson, shoeing horses..	11.00
T. H. Agnew, V. S., veterinary services	13.50
T. A. Kragness, V. S., veterinary services	9.00
Wayman & Murphy, painting and repair parts for wagons.	106.40
Henry Landgraf, repairing station signs	15.00
	\$337.40

COMMITTEE ON BUILDINGS AND GROUNDS.

Director Lindstrand for the Committee presented the following report:

*To the President and Board of Directors,
Chicago Public Library:*

GENTLEMEN:—Your Committee on Buildings and Grounds to whom was referred at last meeting the bids for supplying coal for the Library for the ensuing year begs leave to report that after careful consideration of the same it would recommend that a contract be awarded to the Standard Washed Coal Company for 3,000 tons, more or less, of "Pen-Mar" run of mine coal at its bid of \$3.80 per ton; the report of the chief engineer showing that this coal is the most economical of the samples tested which are not too smoky for our use.

Your Committee recommends that the company be required to furnish a surety company bond in the amount of \$2,000 in accordance with the advertisement and specifications.

Your Committee, also, would report that the Philadelphia Casualty Company notified the Secretary on the 7th inst. that the company elected to cancel its policy on the plate glass of this building to take effect in five days or at noon, Sunday, June 12, 1904.

In view of the fact that a new policy can not go into effect until after the meeting of this Board on the 27th inst., your Committee authorized the Secretary to place temporary insurance on the plate glass until Tuesday, June 28, 1904, and to advertise at once for proposals for a new policy.

Your Committee submits herewith

its annual report for the year ended May 31, 1904.

All of which is respectfully submitted.

DENNIS J. EGAN,
F. A. LINDSTRAND,

Committee on Buildings and Grounds.
Chicago, June 13, 1904.

Director Fyffe moved to amend the report by substituting Commercial Coal & Coke Co. for Standard Washed Coal Company, and \$3.70 a ton instead of \$3.80 a ton.

Carried.

Director Fyffe moved that the report, as amended, be adopted.

Carried.

Yeas—Directors Brosseau, Despres, Lindstrand, Fyffe and the President—5.

Nays—None.

The Secretary reported that upon inquiry as to the cost of a temporary policy of insurance on the plate glass as authorized by the Committee, he decided that the rate—\$240—was too high to warrant his placing an order.

The annual report of the Committee was received and was referred to the President.

Director Lindstrand moved that the approval of the bills in the hands of the Committee be taken up by the Board.

Carried.

Director Lindstrand moved that the bills be approved and be ordered paid.

Carried.

Yeas—Directors Brosseau, Despres, Lindstrand, Fyffe and the President—5.

Nays—None.

Chas. G. Haddock, rent, W. Madison St. reading room.....	\$ 60.00
Ernst Stock, rent, North Av. reading room	60.00
Geo. R. Nichols, rent, etc., Blue Island Av. reading room....	60.00

Maurice Dunne, rent, etc., State St. reading room	62.50
Maria Haussen, rent, etc., Milwaukee Av. reading room...	65.00
The People's Gas Light & Coke Co., gas	23.80
The People's Gas Light & Coke Co., rental of arc lights.....	5.35
Ogden Gas Co., gas.....	4.27
Marshall Field & Co., supplies for reading rooms	52.98
Murray & Co., awning.....	10.50
F. G. Hartwell Co., coal.....	500.83
Youghiogheny & Lehigh Coal Co., coal	34.27
John T. Connery, coal.....	18.60
Commercial Coal & Coke Co., coal.	23.31
Baker Bros., coal	21.24
Reynolds Coal Co., coal.....	18.92
Busse Coal Co., coal	16.94
Standard Washed Coal Co., coal.	16.72
O'Gara, King & Co., coal.....	16.00
Johnson Coal Co., coal.....	15.16
Davis Colliery Co., coal.....	14.00
Scully-Kostner Coal Co., coal..	13.85
King's Model Laundry Co., laundering towels.....	21.61
Murray & Co., hanging awnings, etc.	130.00
J. F. McGuire, sprinkling streets	30.00
Wisconsin Lakes Ice Co., ice...	18.52
Bullard & Gormley Co., misc. hardware, etc.	53.87
John Moloney, repairing furnaces	103.82
John Mohr & Sons, dead plates.	21.30
Gallaher & Speck, installing new elevator cables	60.61
G. Bossenga, removing ashes..	10.50
McMaster-Davis Supply Co., packing, etc.	7.27
Riddiford Bros., street brooms.	5.25
Bartell Bros., oil.....	7.50
The Phoenix Glass Co., electrical supplies	119.87
Thayer & Lynn, turning commutator, etc.	5.50
James S. Kirk & Co., ikelene (soft soap)	23.34
Wm. Dilley, brooms, etc.	8.50
Alexander H. Revell & Co., chairs, etc.	76.25

F. Cortez Wilson & Co., water cooler, etc.	11.75
H. Rosenbaum, repairing roof and down-spouts	233.87
N. J. Bennett, Agt., Philadelphia Casualty Co., plate glass insurance.	63.32
Commonwealth Electric Co., lighting Blackstone library..	37.47
F. P. Smith Wire & Iron Works, wire netting	5.69
Chicago Telephone Co., telephone service at Blackstone Library	18.75
The Lake Av. Improvement Ass'n., street sprinkling.....	15.00
W. B. Wickersham, Sec'y, cash expenditures for May, 1904..	57.98
	\$2,261.17

COMMITTEE ON FINANCE.

Director Fyffe stated that since the last meeting of the Board the President and Secretary had paid a bill in favor of Ernest Hummel, City Treasurer, for interest on tax warrants, amounting to \$468.49, and moved that their action be concurred in.

Carried.

Yeas—Directors Brosseau, Despres, Lindstrand, Fyffe and the President—5.
Nays—None.

NEW BUSINESS.

Director Brosseau gave notice that at the next regular meeting of the Board he would move that Article XX of the by-laws be amended by striking out the word "three" in the fourth line of the last paragraph of said by-laws and substituting the word "two."

Referred to the Committee on By-Laws.

The President presented a petition prepared by the Lake Avenue Improvement Association requesting the City

Council to vacate Forty-ninth street between Washington avenue and Lake avenue, thereby enlarging the small triangular plot lying immediately north of the Blackstone branch library.

Referred to Director Fyffe for examination with reference to the legal effects of such vacation.

Director Lindstrand moved that the question of establishing a branch read-

ing room in the vicinity of Eighteenth street and Center avenue be referred to the joint Committee on Buildings and Grounds and Delivery Stations for consideration and report.

Carried.

On motion of Director Fyffe, the Board adjourned.

W. B. WICKERSHAM,
Secretary.

REPORT OF LIBRARIAN FOR MAY, 1904.

CIRCULATION OF BOOKS.

The number of books taken from the Library for home use during the month of May was 113,635, against 87,911 for the corresponding month of the previous year. The circulating department was open on 25 week days. The daily average week day circulation was 4,145.

REFERENCE ROOM.

	1904.	1903
Number of recorded visitors.....	9,745	6,725
Books issued from stacks.....	26,944	19,445

No record was kept of the number of visitors who consulted the books on the open shelves.

ROOM FOR ART BOOKS.

Visitors, 679. Books consulted, 2,182.

PATENTS AND PUBLIC DOCUMENTS.

	1904.	1903.
Number of visitors.....	1,674	1,594
Volumes consulted.....	7,706	7,438

BOUND NEWSPAPERS AND BOOKS FOR THE BLIND.

Visitors, 225. Bound newspapers consulted, 372. Books for the blind circulated, 74.

READING ROOM.

Periodicals issued at counter, 10,388. No record kept of use of periodicals and newspapers on open stands and racks. Mean attendance per hour, 189. Average maximum attendance per hour, 245.

BRANCH READING ROOMS.

	No. 1.	No. 2.	No. 3.	No. 5.	No. 6.
Number of visitors.....	2,941	1,815	2,357	1,580	3,748
Periodicals issued.....	1,021	1,772	2,141	1,987	2,514
Books issued.	2,017	653	943	521	1,263
Average Sunday visitors.....	58	56	51	56	103
Women visitors.....	170	307	193	75	295

BLACKSTONE MEMORIAL BRANCH LIBRARY.

Mean attendance per hour, 17. Average maximum attendance per hour, 45
No record kept of use of books and periodicals, which are on open shelves
and racks.

DELIVERY STATIONS.

The number of books issued from 68 delivery stations was 63,216, against 46,645
from 68 stations for the same month of the preceding year.

REGISTRATION.

The number of cards issued on new registrations and re-registrations was 2,088
of which 1,022 were issued to males and 1,066 to females. The registration of
May, 1903, was 1,681. The number of two-year cards outstanding is 60,266.

BINDING DEPARTMENT.

Number of books at binderies May 1, 1904.....	3,877
Number of books sent to binderies in May	2,177
Total number of books at binderies in May.	5,994
Number of books received from binderies in May	1,892
Number of books at binderies May 31, 1904	4,102
Number of books repaired in Library in May	2,758

GROWTH OF THE LIBRARY.

The total number of volumes in the Library May 31, 1904, was 290,277
Received since June 1, 1903, 12,273; since May 1, 1904, 2,076. Books worn out and
condemned since June 1, 6,357; since May 1, 961. Books lost and paid for since
June 1, 428; since May 1, 33. Books found and money refunded since
June 1, 77; since May 1, 5. There were also deducted 342 volumes missing in
1902-03, and 33 volumes delinquent in 1902-03.

FRED'K H. HILD,
Librarian.

Chicago, June 13, 1904.

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BOARD OF DIRECTORS
OF THE
CHICAGO PUBLIC LIBRARY.

REGULAR MEETING.

CHICAGO, MONDAY, JUNE 27, 1904.

OFFICIAL RECORD.

There were present when the Board was called to order the President, Director Eckhart in the chair, and Directors Lowe, Despres, Lindstrand, Egan and Cigrand.

Absent—Directors Bowers, Brosseau and Fyfe.

MINUTES APPROVED.

On motion of Director Despres, the minutes of the regular meeting of June 13, 1904, were approved as recorded and printed, without being read.

COMMUNICATIONS.

A communication was received from Thos. Maclagan, Lombard, Illinois, requesting the Board to renew his privilege of drawing books from the Library by means of a card.

Director Despres moved that the request of Mr. Maclagan be granted.

Carried.

A communication was received from Wm. C. Smith, superintendent of city schools, East Chicago, Indiana, requesting the Board to grant him the privilege of drawing books from the Chicago Public Library.

On motion, the Secretary was directed to inform Mr. Smith that under the rules of the Library, as well

as the law itself, the Board must decline his request.

A proposal was received from the International Audit Company to audit the books and accounts of the Public Library quarterly for the year ending May 31, 1905, for a fee of \$100.

Referred to the Committee on Finance.

A communication was received from Chas. L. Green, page, requesting the Board to grant him nine days' leave of absence in addition to his vacation in order to accompany his regiment to Springfield.

Referred to Committee on Administration with power to act.

A petition was received from citizens residing in the 9th, 10th and 11th wards of the city asking the Board to establish a reading room at 417 W. Eighteenth street.

Referred to the joint Committee on Buildings and Grounds and Delivery Stations.

COMMITTEE ON LIBRARY.

Director Lindstrand for the Committee presented the following report:
*To the President and Board of Directors,
Chicago Public Library.*

GENTLEMEN:—Your Committee on Library begs leave to report as fol-

lows upon matters under its supervision:

1. That the contract for supplying the Library with current American books for the year commencing July 1, 1904, be awarded to A. C. McClurg & Co.; said firm having in response to an advertisement presented a bid which your Committee deems the most favorable for the interests of the Library under the conditions now existing in the book trade.

2. That the contract for both the finer and medium grades of book-binding be awarded to the Chicago Job Book Bindery upon its proposals as on file in the office of the Secretary. Said firm was the lowest bidder for both classes of this work, and your Committee further recommends that said Chicago Job Book Bindery be required to furnish a surety company bond in the amount of \$1,500 to ensure the fulfillment of this contract for the year commencing July 1, 1904.

3. That the contract for resewing the books be awarded to Geo. E. Koehler upon his bid received for this work and now on file in the office of the Secretary.

4. That the Secretary be authorized to prepare and have printed an index to the proceedings of this Board for the past two years and to have the usual number of copies of the proceedings bound.

5. That the Secretary be authorized to have 1,500 copies of the annual report of this Board printed.

All of which is respectfully submitted.

F. A. LINDSTRAND,
COLIN C. H. FYFFE,
Committee on Library.

Chicago, June 27, 1904.

Director Cigrand moved that the report be adopted and that the recommendations contained therein be concurred in.

Carried.

Yeas—Directors Lowe, Despres, Lindstrand, Egan, Cigrand and the Presi-

dent—6.

Nays—None.

Director Lindstrand, also, presented bids for printing the proceedings of the Board for the next year, as follows:

Geo. K. Hazlitt & Co.....	\$2.00 per page
N. B. Barlow Printing Co....	2.25 " "
Jas. Watson & Co.....	1.81 " "

Director Lowe moved that the contract for printing the proceedings of the Board be awarded to Jas. Watson & Co., for the next year, at the price of \$1.81 per page.

Carried.

Yeas—Directors Lowe, Despres, Lindstrand, Egan, Cigrand and the President—6.

Nays—None.

COMMITTEE ON ADMINISTRATION.

Director Despres, for the Committee, made the following recommendations:

That the petition of J. J. McCarthy, cataloguer, for pay for time lost on account of illness at home, and of Thos. O'Hare, carpenter, for leave of absence of two months, be not granted.

Director Cigrand moved that the recommendations be concurred in.

Carried.

That the petition of Elie Hudon, clerk, for two weeks' leave of absence in addition to his vacation be granted at the discretion of the Librarian.

Director Cigrand moved that the recommendation be concurred in.

Carried.

That the communication of Martin Schnee, wood-finisher to be reinstated be placed on file.

Director Cigrand moved that the recommendation be concurred in.

Carried.

Director Fyffe entered the room and took his seat.

That the salaries of the coal passers be increased from \$50 to \$55 per month in accordance with their petition.

Director Cigrand moved that the recommendation be adopted.

Director Lindstrand moved to place the petition of the coal passers on file.

Lost.

Yeas—Directors Lowe, Lindstrand and Egan—3.

Nays—Directors Despres, Cigrand, Fyffe and the President—4.

Director Fyffe moved to amend the motion by including the firemen in an increase of \$5 per month.

Lost.

Yeas—Directors Despres, Cigrand, Fyffe and the President—4.

Nays—Directors Lowe, Lindstrand and Egan—3.

The original motion of Director Cigrand was then put and lost.

Yeas—Directors Despres, Cigrand, Fyffe and the President—4.

Nays—Directors Lowe, Lindstrand and Egan—3.

COMMITTEE ON DELIVERY STATIONS.

Director Despres, Chairman, reported back the following communications and recommended on behalf of the Committee that they be filed:

From Kessler Bros., asking to be allowed to move station No. 1, North from 378 Orleans street to 420 Wells street.

From John H. Halkens, asking to have station No. 1, North, moved to his store, 385 E. Division street.

From A. I. Movitt, asking the Board to establish a delivery station at his

store, 460 Ashland boulevard.

Director Cigrand moved that the recommendation of the Committee be concurred in.

Carried.

COMMITTEE ON BUILDINGS AND GROUNDS.

Director Egan, Chairman, presented and read the following report:

To the President and Board of Directors, Chicago Public Library.

GENTLEMEN:—Your Committee on Buildings and Grounds begs leave to report that in accordance with the instructions of the Board proposals for plate glass insurance were advertised for and on June 22nd inst. they were received and opened and were as follows:

Conkling, Price & Webb.....	\$1,800.00
Fleetwood & Pellet.....	1,800.00
F. S. Hooker.....	1,800.00
R. W. Hosmer & Co.....	1,800.00
Lloyd's Plate Glass Insurance Co.	2,300.00
P. J. McAndrews.....	1,250.00
F. L. Threedy.....	1,540.00
Oscar B. Swanson.....	1,162.00

Your Committee having given considerable attention to the matter and believing that the cost of replacing and resetting lights for one year will not be as great as the lowest bid offered recommends that the Board reject all bids received for plate glass insurance and that for the present it carry its own risk.

Your Committee would, also, report that bids were received for placing a steel track with hangers for ladders near the ceiling around the east wall of the Washington street entrance hall; this improvement being recommended for the safety of employes cleaning the marble and windows of that part of the building.

The bids were as follows:

F. P. Smith Wire and Iron Works..	\$174.00
Brown Bros. Mfg. Co.....	175.00
Joseph Halsted	285.00
Enos Fire Escape Co.....	310.00

Your Committee recommends that a contract be awarded to Brown Bros. Mfg. Company upon its bid for \$175, that company having satisfied the Committee that its facilities for doing the work were of a superior nature.

Inasmuch as the installation of this

work will necessarily cause some damage to the plastering, your Committee recommends that the Secretary be authorized to repair and repaint the same while the scaffolding is in place.

All of which is respectfully submitted.

DENNIS J. EGAN,
F. A. LINDSTRAND,
B. J. CIGRAND,

Committee on Buildings and Grounds.
Chicago, June 27, 1904.

Director Egan moved that the report be adopted and that the recommendations contained therein be concurred in.

Carried.

Yeas—Directors Lowe, Despres, Lindstrand, Egan, Cigrand, Fyffe and the President—7.

Nays—None.

COMMITTEE ON FINANCE.

Director Lowe, Chairman, presented and read the report of the International Audit Company upon its audit of the books and accounts of the Public Library for the quarter and year ended May 31, 1904, and moved that it be received and be printed and filed.

Carried.

June 27th, 1904.

To the President and Board of Directors,
Chicago Public Library,
Chicago.

GENTLEMEN:—We have carefully audited the books and accounts of the Chicago Public Library for the three months ending 31st May, 1904, thereby completing the year ending at that date.

We beg to present the following statements, viz.,

1. Ledger Balances, 31st May, 1904.
2. Statement of Quarterly Receipts and Expenditure of Library Fund from 1st March to 31st May, 1904.
3. Statement of Cash Receipts and Expenditure for the months of March, April and May, 1904.

We hand herewith the Secretary's Official Report for the year ending 31st May, 1904, to which we have appended our doquet.

We have pleasure in stating that we found the books and accounts correct and in good order.

Yours respectfully,
THE INTERNATIONAL AUDIT COMPANY,
By JOHN McLAREN,
President.

ROBERT NELSON,
Certified Public Accountant,
Manager.

LEDGER BALANCES.

31st May, 1904.

DEBIT.

Due from Comptroller	\$542,282.85
Mortgage Loans	12,000.00
Cash	4,801.71
	\$559,084.56

CREDIT.

Public Library Fund:	
Fund of 1870 and prior years.....	\$ 23,534.44
Library Fund, 1903-4	483,529.97
Delinquent Taxes, 1901	2,913.55
Delinquent Taxes, 1902	8,682.01
Reserve for Accrued Interest on Tax Warrants.....	1,872.83
Reserve for Cost of Collection and Extension of Taxes, 1903.	21,750.00
	\$542,282.85

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W. H. Ryder Fund	10,000.00	
W. H. Ryder Fund, Interest.....	2,480.44	
Jerome Beecher Fund	2,000.00	
Jerome Beecher Fund, Interest	1,206.04	
Security Deposits	745.50	
Special Deposit	100.00	
Incidental Fund	269.73	
		<u>\$559,084.56</u>

PUBLIC LIBRARY FUND.

STATEMENT OF RECEIPTS AND EXPENDITURES.

Three Months Ending 31st May, 1904.

RECEIPTS.

Balance Public Library Fund, 29th February, 1904.....	\$ 85,576.49
Appropriation 1904 (subject to reduction under the "One mill limit" and the "Juni Law" amounting to \$168,000.00 (estimated).....	450,000.00
Miscellaneous Receipts	<u>1,878.45</u>

\$537,454.94

EXPENDITURES.

Books	\$ 4,377.69	
Newspapers and periodicals	556.08	
Binding	3,692.48	
Books lost and paid for—refunds	16.25	
Finding Lists	344.56	
Freight and Expressage	49.08	
Postage	121.50	
Delivery Stations—Miscellaneous	959.02	
Branch Reading Rooms—Miscellaneous	1,157.79	
Salaries—Main Library	28,052.16	
"—Branch Reading Rooms	1,125.00	
"—Delivery Stations	3,511.99	
Miscellaneous Expense	580.06	
Printing and Stationery	868.03	
Fuel	2,431.78	
Heating and Generating Plant	377.06	
Electric Supplies and Repairs	201.10	
Repairs, Alterations, etc.	433.65	
Elevator Supplies and Repairs	100.96	
Janitors' Expense	141.28	
Furniture and Fixtures	88.00	
Insurance	1,890.81	
Interest on Tax Warrants	1,811.54	
Blackstone Branch Library	1,037.10	53,924.97

Balance of Library Fund	<u>\$483,529.97</u>
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Charged to Comptroller:

Fund of 1879 and prior years.....	\$ 23,534.44
Delinquent Taxes, 1901	2,913.55
Delinquent Taxes, 1902	8,682.01
Library Fund, 1903-4	483,529.97
Reserve for Cost of Collection and Extension of Taxes.....	21,750.00
Reserve for Accrued Interest on Tax Warrants.....	1,872.88

\$542,282.85

CASH RECEIPTS AND EXPENDITURE.

March, April and May, 1904.

RECEIPTS.

	March.	April.	May.
Cash Balance at close of previous month.....	\$5,139.17	\$5,009.69	\$4,800.63
Comptroller for Incidental Fund.....	154.06	218.54	268.10

Miscellaneous Receipts.	10 00	1.64	
Finding Lists	86.44	40.32	31.63
Books Lost and Paid for	28.50	36.50	35.40
Deposits	91.50	134.00	117.75
Fines	508.54	550.34	549.14

\$6,018.21 \$5,991.03 \$5,862.65

EXPENDITURE.

	March.	April.	May.
Comptroller	\$ 633.48	\$ 628.80	\$ 616.17
Deposits Repaid.	116.50	173.50	124.50
Books	72.40	74.25	69.75
Newspapers and Periodicals	35.26	37.34	38.59
Books lost and paid for—refunds.....	10.25	1.25	4.75
Blackstone Branch		9.55	8.60
Ryder Interest Fund—Books.....	40.00	60.00	90.00
Freight and Expressage	19.20	16.03	13.85
Delivery Stations	5.00	15.40	8.10
Miscellaneous Expense	21.55	21.76	33.17
Postage.	40.00	40.00	41.50
Printing and Stationery	8.95	33.45	3.85
Heating and Generating Plant	5.33	10.57	4.36
Elevator Supplies and Repairs.....	60	4.00	3.75
Janitors' Expense.		4.50	
Balance at close of month.....	5,009.69	4,860.63	4,801.71
	\$6,018.21	\$5,991.03	\$5,862.65

SUMMARY OF BALANCE.

	March.	April.	May.
W. H. Ryder Fund	\$10,000.00	\$10,000.00	\$10,000.00
Jerome Beecher Fund	2,000.00	2,000.00	2,000.00
W. H. Ryder Fund, Interest	2,630.44	2,570.44	2,480.44
Jerome Beecher Fund, Interest	1,206.04	1,206.04	1,206.04
Incidental Fund	281.46	231.90	269.73
Security Deposits	791.75	752.25	745.50
Special Deposits	100.00	100.00	100.00
	\$17,009.69	\$16,860.63	\$16,801.71
Deduct:			
Mortgage Loans:			
Ryder and Beecher Funds Invested.....	\$12,000.00	\$12,000.00	\$12,000.00
	\$ 5,009.69	\$ 4,860.63	\$ 4,801.71

COMMITTEE ON BY-LAWS.

Director Fyffe, Chairman, asked further time in which to present a draft of an amendment to Art. XX of the by-laws, referred to the Committee at last meeting.

Further time was granted.

NEW BUSINESS.

Director Despres informed the Board of the severe illness of Director Bowers, who was taken sick while on busi-

ness in New York City, and moved that the Secretary be requested to extend to Mr. Bowers the heartfelt sympathy of the Board in his affliction and its earnest prayer for his speedy recovery.

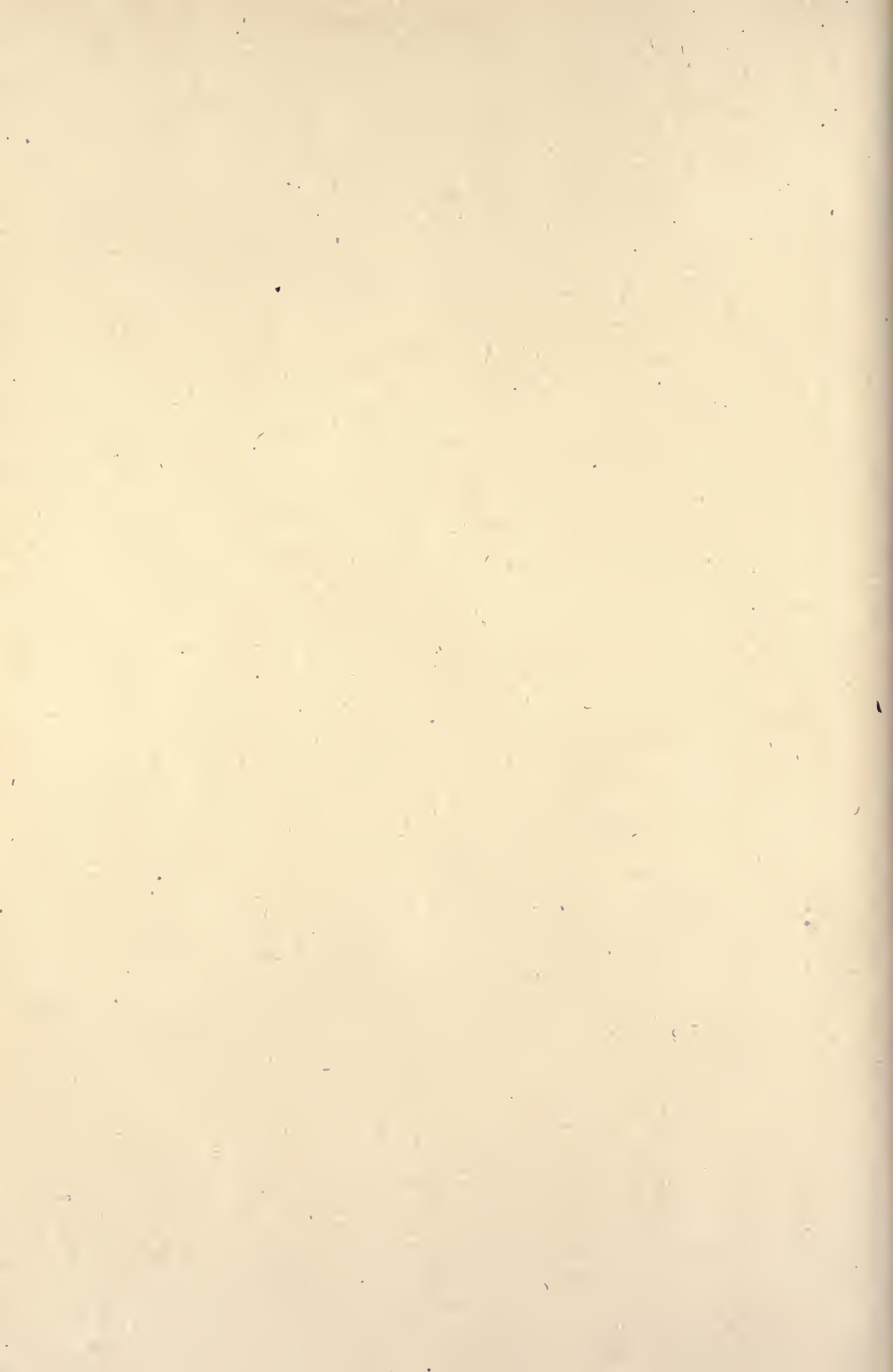
Carried unanimously.

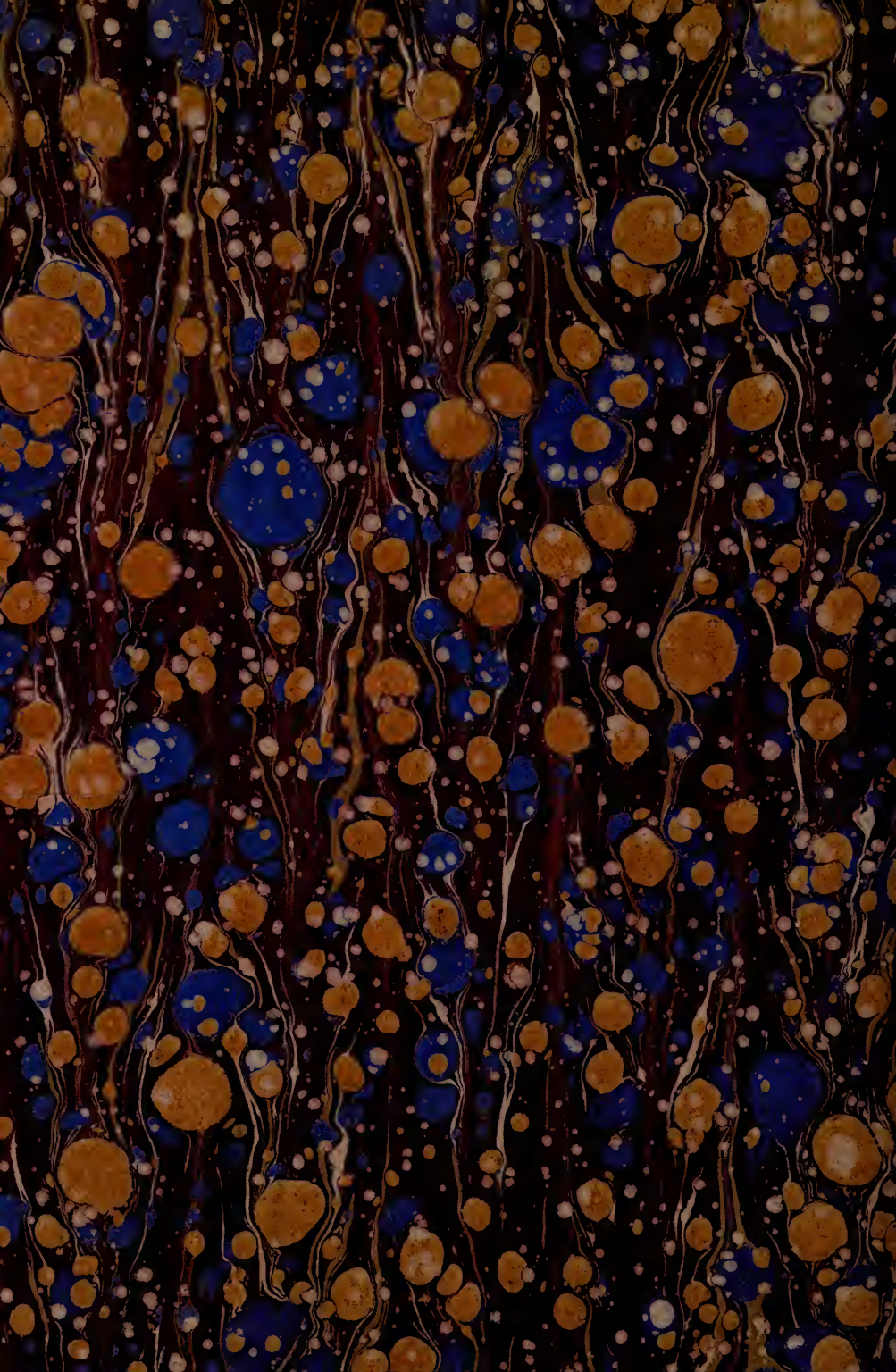
On motion the Board adjourned.

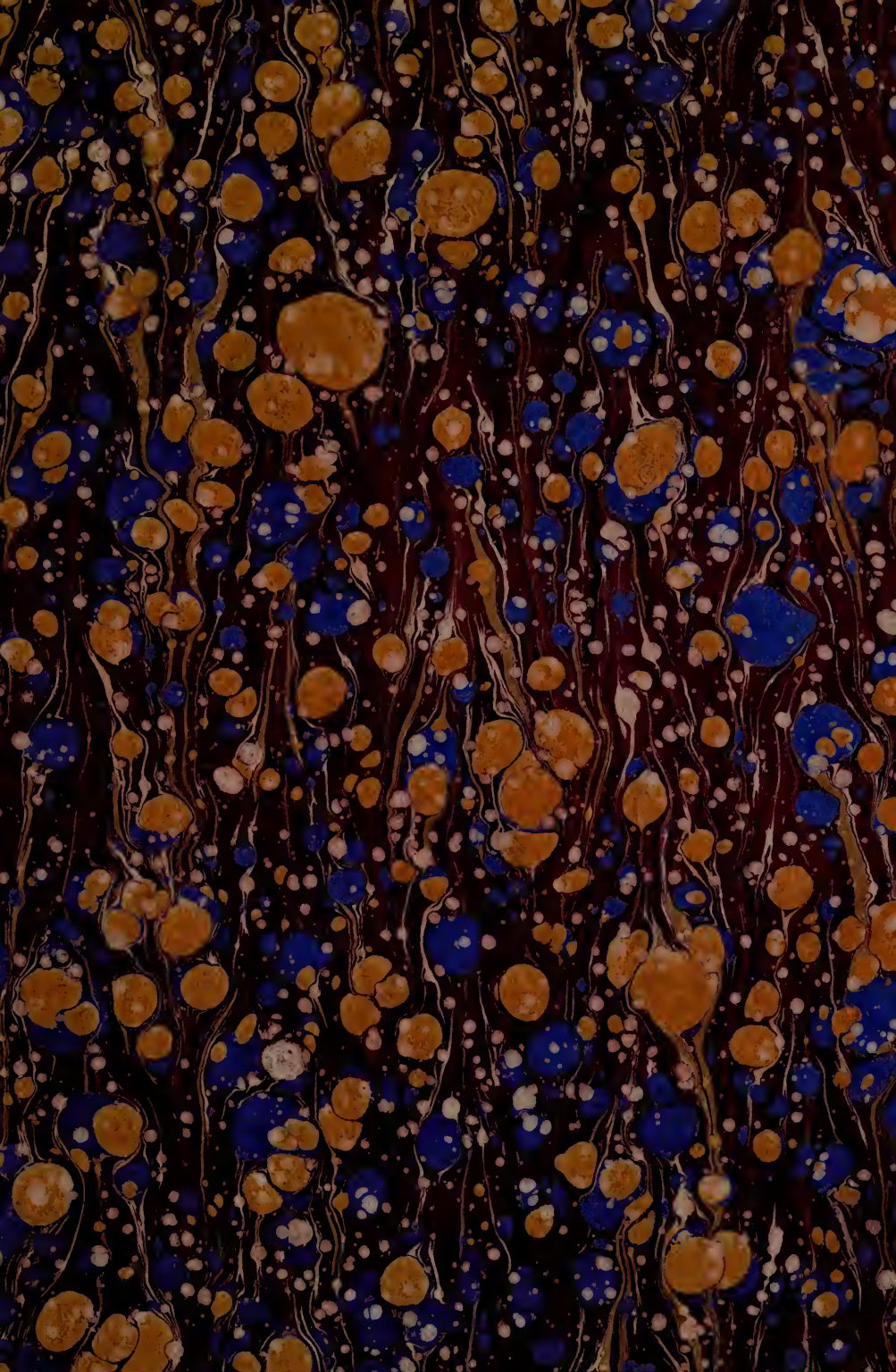
W. B. WICKERSHAM,

Secretary.









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